

BUSINESS AFFAIRS MEMO

DATE: December 1, 2025

TO: Faculty and Staff, Budget Unit Heads, Deans and Vice Presidents.

FROM: Business Affairs, Purchasing Office

RE: **Business Affairs, Purchasing Small Purchase Regulations**

IMPORTANT: *The following shall be in accordance with Louisiana Constitution, Laws, Executive Orders and Policies.*

Below is a summary of the December 1st additions/changes/clarifications that have been made in the Fiscal Year 26 Purchasing Policy and Procedures. As always this is just a summary, as Business Affairs PPM's should be reviewed in their entirety to remain compliant with changing policies. The complete policies are available at <https://www.nsula.edu/about/executive-offices/office-of-business-affairs/purchasing/>

Small Purchase Executive Order JML 25-104

Governor Landry has revised and reissued the Small Purchase Executive Order JML 25-104. Below are the significant changes related to NSU's Policies and Procedures:

1. Confirming Orders (CO) remain limited to purchases < \$5000.
2. Orders Not Exceeding (NW) have been increased for purchases \$5,000 to \$30,000 and may require a minimum of 1 cost comparison or quote.
3. Telephone Quotes (TQ) have been increased to include purchases of \$30,000 to \$60,000.
4. Sealed Bids (SB) have been increased to include purchases of \$60,000 and above.

Software/ Hardware/Support Services

1. The maximum value of IT purchases not requiring OSP review has been decreased from \$150,000 to \$100,000.

Please feel free to contact our office by emailing purchasing@nsula.edu with any questions.