

Orders Not Exceeding \$10,000 in Accordance with Executive Order No. JBE 20-21

PO Type: NW – Order Not Exceeding \$10,000

Purchase Order is issued to vendor.

Delegated authority is not granted to requesting budget unit for this procurement.

The following procurement shall be followed when the Vendor requires an official NSU Purchase Order be sent to the Vendor. Purchase of supplies, materials, and services costing \$5000 to \$10,000 (when not available from University Dining Contractor, University Warehouse or University Print Shop may be purchased from off-campus vendors delivered by the vendor through NSU Central Receiving or to Department directly. It is the responsibility of the Budget Unit Head to obtain a price comparison including all costs for shipping and handling before processing a Purchase Requisition. Be sure to inform the Vendor that the University is tax exempt. NSU requires that faculty and staff exercise due diligence and price comparisons, when possible, for lowest cost. Otherwise, the purchase may be considered unauthorized.

The following attachment(s) are required to complete the procurement process:

- Budget Unit Head/Requesting Department should submit Vendor's Order Form (**If advance payment required**) to Business Affairs – Purchasing Section and/or
- An Official Purchase Order is issued to the vendor.
- Vendor mails original invoice (specifying Purchase Order Number) to Business Affairs – Accounts Payable Section
- Budget Unit Head/Requesting Department processes on-line receiving.