

BUSINESS AFFAIRS MEMO

DATE: July 1, 2018

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

FROM: Business Affairs, Purchasing Office

RE: **Restricted Purchases**

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

The following is a reminder that University funds shall not be used for procurement of certain goods and services that are considered “Restricted”.

Restrictions on Certain Purchases

1. Professional Services – Always process a purchase requisition using Purchase Order Type Professional Service (PS – Professional Services Contract) for Athletic Officials or all other Professional Services.

See *Professional Services Contracting* User’s Guide found in the Professional Services Section of the Business Affairs Policy and Procedures User Guides.

2. Items of a personal nature. Such items include: brief cases, Christmas cards other than official University cards ordered through the President’s Office, personal magazine subscriptions, personal memberships in professional organizations, etc.

Note: Institutional memberships may be allowable when the primary membership name is Northwestern State University. These memberships may have University Faculty and Staff listed as representatives. Non-Employees shall not be listed as representatives for an Institutional membership.

Note: Faculty members awarded with Endowed Professorships should refer to the NSU Endowed Professorship Policy and Procedure for membership exemptions.

3. Purchases by the University from University employees.

4. Dues for memberships in local civic organizations, such as the Chamber of Commerce in accordance with Attorney General Opinion No. 96-195, dated May 9, 1996.

5. Gifts, gift cards, gift certificates, and prizes are limited to only student self-assessed fees which have been approved by the appropriate student self-assessed fee governing body and the appropriate Student Affairs Offices.

6. Alcoholic beverages

7. Cash advances, cash instruments, cash refunds

8. Consultants and speakers fees/honorariums – always use Professional Service Contracts See *Professional Services Contracting* User’s Guide found in the Professional Services Section of the Business Affairs Policy and Procedures User Guides.

9. Controlled substances (prescription drugs, narcotics, etc.)

10. Entertainment costs – ski tickets, tours, etc.

11. Travel (all registration fees for conferences, lodging, restaurants, airline tickets, gas stations, etc.) see Travel Expense Account process. See *Request for Authorized Travel and Travel Expense* User's Guide found in the Travel Section of the Business Affairs Policy and Procedures User Guides.

12. No capital outlay requisitions are to be processed as "Standing Orders" – Always process a purchase requisition for all capital outlay, see *Creating a Requisition – FPAREQN* User's Guide found in the Purchase Requisition Section of the Banner Finance Departmental User Guides. All capital outlay **must be** processed as a Regular Purchase Order.

***NOTE:** Per Executive Order No. JBE 17-18 Section 5:A, promotional items may be purchased with University funds and are not considered as items of personal nature.*

... "materials and supplies for promotional, educational, cultural events for participation in promotional activities which enhance economic development or further the departments mission, duties and/or functions..."

If you have any questions, please contact Dale Martin (dale@nsula.edu).

Thank you for your cooperation!!!