

# BUSINESS AFFAIRS MEMO

**DATE:** May 20, 2020  
**TO:** Faculty and Staff, Budget Unit Heads, Deans and Vice Presidents.  
**FROM:** Business Affairs, Purchasing Office  
**RE:** COVID-19 Procurement and Services

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

## ***COVID-19 Pandemic, Procurement of Goods and Services***

Due to this year's state budget cut, only those requests for essential purchases will be approved. Departments should be diligent in reviewing any requests and ensure the goods and services are crucial to the operation of the University. All purchases, including direct payments, must have the prior approval of your vice-president.

**NOTE:** The Business Affairs Fiscal Year End Memo is also attached for your reference.

## ***Masks, gloves and other Covid-19 related PPE supplies***

The NSU Warehouse has secured items such as hand sanitizer and anti-bacterial wipes for use in campus departments. As you know, these items are in great demand and low supply throughout the United States. Purchase of these items should be made only through the NSU Warehouse. Departments should ensure that funds are available in departmental indexes and corresponding accounts, then enter a "WR" Requisition in Banner. Please order quantities that provide for immediate use only, **not for storage**. Per State Policy, these items are for the health and safety of the university as a whole, not for personal use. Please place items in an area that will allow personnel in your department to take advantage of them.

**NOTE:** PPE items will be provided in limited quantities per purchase order, to allow reasonable disbursement for departments campus wide.

## ***Reduced Trash Collection Services***

Due to the limited number of Faculty, Staff and Students on our campus, normal trash collection on the Natchitoches Campus has been reduced. The June and July services will only include pick up of Poly Cans (plastic residential rolling cans) and a very limited number of dumpsters. The dumpsters not in use will be affixed with a "do not use" sign. If your department should need extra trash collection or have questions during this time you may contact Mead Goings with University Grounds [goingsm@nsula.edu](mailto:goingsm@nsula.edu) or 318-471-0952

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

Thank you for your cooperation!!!