

BUSINESS AFFAIRS MEMO

DATE: July 1, 2020
TO: Faculty and Staff, Budget Unit Heads, Deans and Vice Presidents.
FROM: Business Affairs, Purchasing Office
RE: **Business Affairs, Purchasing PPM and Forms Updates**

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

Below is a summary of the additions/changes/clarifications that have been made in the Fiscal Year 21 Purchasing Policy and Procedures. As always this is just a summary, as Business Affairs PPM's should be reviewed in their entirety each year.

Purchasing Website

Purchasing has reorganized our web site to create a more user-friendly format and to create ease of access in locating specific rules and regulations.

Prohibited Expenditures

This section has been changed to include Sales Tax, Prohibited Meals and other common prohibited expenditures. Northwestern State University is exempt from all Louisiana State sales tax. Therefore, no Louisiana State sales tax shall be reimbursed to any employee or business providing goods and services to NSU.

Legal and Ethics Restrictions

This section has been added with links to the more common state regulations sites. This is intended to give Faculty and Staff a quick reference to these governing agencies' latest information.

Accounts Payable Voucher (for Direct Payments) Limited to \$500

This section has been changed to inform Faculty and Staff that the AP Voucher and Departmental Direct Pay forms have been merged into one form. This new AP Voucher should be used for Standing Purchase Orders, Direct Payment Requests and Credit Memos by selecting the appropriate box at the top of the form. Also, NSU has reduced allowable expenditures on Direct Payments to \$500.

Printing Services

If a printing project cannot be handled through the NSU University Print Shop or [The Louisiana Office of State Printing](#), the Requesting Department must process an on-line Purchase Requisition.

Insurance Requirements for Vendors

This section has been added to assist departments when coordinating small projects on NSU property. Departments are reminded to contact Purchasing for complex or high liability vendors such as bus charters, chemical applicators, hazardous materials removal, etc.

Meal Reimbursements

This section has been changed to include the Office of State Travel's current meal reimbursement rates.

Thank you for your cooperation!!!

Please feel free to contact our office by emailing purchasing@nsula.edu or calling 357-4496 with any questions.