

BUSINESS AFFAIRS MEMO

DATE: July 23, 2020

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

FROM: Business Affairs, Purchasing Office

RE: Procurement of Essential Goods and Services Only and COVID -19 PPE Supplies

IMPORTANT: *Essential purchases ONLY and COVID -19 PPE Supplies*

Essential Purchases Only, Operating and Self-Generated Funds

Due to uncertainties brought on by the COVID-19 pandemic and state budget cuts, only those requests for essential purchases will be approved. Departments should practice due diligence in reviewing any requests and ensure the goods and services are crucial to the operation of the University. All purchases, including direct payments and Travel, must have the prior written approval of your vice-president.

This memorandum shall be effective immediately and shall remain in effect for Fiscal Year 2020-21, unless terminated sooner.

Please contact purchasing@nsula.edu if you have any questions or concerns.

COVID PPE Supplies Are Available

Please see the 3 attachments for COVID 19 PPE Supplies from the Northwestern State University Warehouse. These items will be purchased through a special account that has been set up; this is not your departmental account.

1-**COVID 19 Supply List** with pricing. *Note that prices may vary slightly from time to time ,as we work off of average price. We will make that adjustment for you, once we receive the order. Always check our website for the most current pricing.

2-**COVID 19 PPE Item Limits**-Items are available in limited quantities for each purchase. They are not order for storage, only for immediate use. This assures that each department on campus has available supplies. Orders may be repeated every couple of months for each department.

The NSU Warehouse is replenishing items for stock on a continuous basis. **Remember that proper handwashing and wearing a facemask are vital.**

3-**COVID PPE Order-Warehouse Req. Form**-Please use this form **ONLY** to order COVID PPE supplies. Simply fill in all areas in red font, and provide signatures. **Banner requisitions ARE NOT required for COVID PPE items.** **Once complete, all order forms must be emailed special email address: covidppeorders@nsula.edu.** Orders sent to any other email address will not be filled.

SAVE YOUR EMPTY HAND SANITIZER BOTTLES, PLASTIC WIPE CONTAINERS, AND GALLON JUGS! THEY ARE IN CURRENTLY IN SHORT SUPPLY. BOTTLES MAY BE REFILLED. AS AVAILABLE, WE WILL STOCK WIPE CONTAINER REFILLS, AND GALLON JUGS MAY BE USED TO DILUTE YOUR DISINFECTANT.

Please note that orders are filled on a first-come, first-served basis. Deliveries are made each afternoon. If you need your supplies before delivery can be made, please make a note on the order form stating that you wish to pick them up. A warehouse employee will contact you to let you know when they are ready, and you may perform curbside pickup.

All attached forms may also be found on the NSU Plant Services/Warehouse webpage at <https://www.nsula.edu/universityaffairs/plantservices/>.