

# BUSINESS AFFAIRS MEMO

**DATE:** November 17, 2020

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

**FROM:** Business Affairs, Purchasing Office

**RE:** **Banner Finance Approvals, Hudson Veteran Initiative Purchases and Purchasing Reminders**

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## ***Banner Approvals***

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All departments are reminded that it is crucial when processing Purchase Requisitions to ensure proper Account Codes are used for the Goods and Services to be procured. These codes often determine the correct routing in Banner Approvals for Grant and Information Technology purchases.

Banner Purchase Requisitions with improper Account codes may require the document to be deleted and re-created in order to ensure proper Approvals have been obtained during the requisition process. The Business Affairs Account code list can be viewed/downloaded at the below link.

[https://www.nsula.edu/documentprovider/docs/332/II-3-D. COA for OL - Expenditure Codes.pdf](https://www.nsula.edu/documentprovider/docs/332/II-3-D.COA%20for%20OL%20-%20Expenditure%20Codes.pdf)

## ***Hudson Veteran Initiative***

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Attached is the reference memorandum released by the Division of Administration for the referenced subject. Also, all departments are encouraged to review the Hudson and Veteran Vendor Link below to seek out conducting business with these firms.

<https://www.doa.la.gov/pages/osp/se/secv.aspx>

The Purchasing Department will solicit bids from vendors on this list based on the vendor's commodity enrollment. However, we are providing the list to the departments so that these vendors may be taken into consideration when sourcing materials, supplies, and services that may be procured for transactions that do not meet the threshold of competitive quotes or bidding.

Thank you for your time and review of this program. Please email or call NSU Purchasing should you have any questions.

## ***Documents and Contracts***

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All Faculty and Staff are reminded that when sending contracts, documents and other Finance related items to Business Affairs to never use white out, tape notes to the printed side of documents or any other actions that may remove transparency or damage the documents.

## ***Vendor Creates***

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All Faculty and Staff are reminded that when submitting Vendor Creates to [purchasing@nsula.edu](mailto:purchasing@nsula.edu) to please ensure that the forms are complete, including vendor contact phone, fax and especially email. Also, please be mindful that those vendors with a presence on NSU property or deemed necessary by ORM may be required to submit current Certificates of Liability Insurance.