

BUSINESS AFFAIRS MEMO

DATE: January 1, 2021
TO: Faculty and Staff, Budget Unit Heads, Deans and Vice Presidents.
FROM: Business Affairs, Purchasing Office
RE: **Business Affairs, Purchasing Small Purchase Regulations**

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

Below is a summary of the January 1st 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 to remain compliant with changing policies. The complete policies are available at <https://businessaffairs.nsula.edu/purchasing/>

Small Purchase Executive Order JBE 20-21

Governor Edwards has revised and reissued the Small Purchase Executive Order E.O. JBE 20-21. Below are the significant changes related to NSU's Policies and Procedures:

1. Confirming Orders (CO) remain limited to purchases < \$5000
2. Orders Not Exceeding (NW) have been increased from \$5000 to \$10,000 and may require a minimum of 1 cost comparison or quote.
3. Telephone Quotes (TQ) have been increased to include purchases of \$10,000 to \$20,000.
4. Requests for Quotes (RQ) have been increased to include purchases of \$20,000 to \$30,000.
5. Sealed Bids (SB) have been increased to include purchases of \$30,000 and above.
6. NSU may now contract directly with Hudson/Veteran Initiative-certified firms up to \$30,000
7. Electronic publications and subscriptions are more clearly authorized for noncompetitive purchase.

Software/ Hardware/Support Services

1. The maximum value of IT purchases not requiring OSP review has been increased from \$100,000 to \$150,000.
2. The criminal penalty for intentional violation of the Procurement Code has increased from \$500 to \$1,000.

Professional Services Contracts

1. The maximum value of a consulting contract not requiring the RFP process has increased from \$49,999/12mos to \$74,999/12mos. NSU's contract autonomy allowing President/Vice President/CFO and Director of University Affairs to execute contracts up to \$49,999 remains unchanged.

Prohibited Expenditures

A clarification has been added in accordance with Louisiana Ethics related to consumable food and drinks.

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. Printing Services procured from an outside source may require a cost comparison between \$5000 and \$10,000.

Fiscal Year End

Business Affairs has updated the FY20-21 year end deadlines.

Thank you for your cooperation!!!

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