

BUSINESS AFFAIRS MEMO

DATE: April 5, 2021
TO: Faculty and Staff, Budget Unit Heads, Deans and Vice Presidents.
FROM: Business Affairs, Purchasing Office
RE: **Business Affairs, Purchasing Updates**

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

Below is a summary of the April 5th 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/>

Authority to sign Contracts

1. This policy has been updated to include a section on Purchasing related electronic signatures.

Professional Services Contracting

1. The NSU PPCS contract has been updated in accordance with State of Louisiana, Generic contract provisions.

IMPORTANT: The NSU Purchasing Office cannot accept previous forms of Professional Services contracts after April 16, 2021.

P-Card PPM Update

1. The NSU P-Card Policy and Procedures has been updated to include terms, conditions and responsibilities related to Convenience Fees charged by vendors.

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.