

Purchasing Overview

A practical reference for university purchasing responsibilities, requirements, budget oversight, and purchase order types.

PURPOSE

To ensure efficient, compliant, and cost-effective procurement, all purchasing of supplies, services, equipment, and major repairs from external vendors is centralized through the Business Affairs Purchasing Section.

AUTHORITY AND SCOPE

These procedures apply to all Northwestern State University departments, including the CENLA, Fort Polk, and Shreveport campuses.

All purchases funded through university-administered resources, including state and federal appropriations, student fees, grants, gifts, endowments, research contracts, and other funding sources, must comply with this policy.

Purchases and payments must be approved and processed in accordance with applicable Louisiana Revised Statutes, Executive Orders, University policies, and procurement procedures.

AT A GLANCE

Purchasing is centralized through the Business Affairs Purchasing Section.

The procedures apply to all NSU departments and campuses listed in this guide.

University-administered funds must follow applicable purchasing requirements.

REVISION

Rev. 09/26

PURCHASING RESPONSIBILITIES

- 01** Procuring supplies, materials, equipment, and services while obtaining maximum value for university funds.
- 02** Providing qualified suppliers equal opportunity to compete for university business.
- 03** Expediting deliveries to meet departmental needs.
- 04** Assisting in resolving shipment discrepancies when not resolved by the requesting department or Central Receiving.

- 05** Managing supplier correspondence related to Sealed Bid (SB) purchases.
- 06** Consolidating purchases when practical to secure volume discounts.
- 07** Monitoring purchases to ensure effective utilization of the University Warehouse.

Requirements and Budget Responsibility

These requirements support consistent processing through the Banner Finance System and help departments avoid preventable delays.

PURCHASE ORDER REQUIREMENTS

All purchases and related payments must be submitted through the appropriate Purchase Order (PO) Type, unless otherwise exempted by policy. PO Types are used to ensure compliance with applicable procurement laws, regulations, funding restrictions, and payment requirements through the Banner Finance System.

Questions regarding unusual or special procurement situations should be directed to the Director of Purchasing.

BUDGET RESPONSIBILITY

Budget Unit Heads are responsible for monitoring account balances and resolving any line-item or supportcost deficits. Spending must cease when a deficit exists and may resume only after an approved budget revision is posted.

For budget questions, contact Accounting & Reporting at acctreporting@nsula.edu.

IMPORTANT NOTES

Do **not** begin a requisition if sufficient funds are not available in the FOAP/Index and account code being charged.

Budget availability can be reviewed in Banner Finance (**FGIBAVL**).

Requisitions submitted while in NSF (Non-Sufficient Funds) Suspense will be disapproved and returned to incomplete status, causing processing delays.

BEFORE A REQUISITION	Confirm sufficient funds are available in the FOAP/Index and account code.
BANNER REVIEW	Budget availability can be reviewed using FGIBAVL.
AVOID DELAYS	NSF Suspense requisitions are disapproved and returned to incomplete status.

PURCHASE ORDER TYPE REFERENCE

NSU purchase order types, class codes, receiving, and invoice routing

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NSU PO Type	PO Class Code	Description	Banner PO Type	Match	Receiving	Invoice (Received From)
CO	A	Confirming Order (< \$5,000)	Regular	3-Way	Dept. FPARCVD	Vendor
NW	C	Order Not Exceeding \$30,000	Regular	3-Way	Warehouse FPARCVD	Vendor
TQ	D	Telephone Quotes (\$30K-\$26K)	Regular	3-Way	Warehouse FPARCVD	Vendor
SB	F	Sealed Bid (> \$60,000)	Regular	3-Way	Warehouse FPARCVD	Vendor
RC	4	Renewable Contract - Purchasing Only	Regular	3-Way	Dept. FPARCVD	Vendor
NC	G	Non-Competitive	Regular	3-Way	Dept. FPARCVD	Vendor
SC	H	State Contract	Regular	3-Way	Warehouse FPARCVD	Vendor
SM	I	Special Meals	Standing	2-Way	Dept. AP Voucher	Vendor
PS	J	Professional Service Contract	Standing	2-Way	Dept. AP Voucher	Vendor
UP	N	University Printing	Standing	2-Way	N/A	Univ. Printing
WR	O	University Warehouse	Standing	2-Way	N/A	Univ. Warehouse
TV	P	Travel (Check to Vendor)	Standing	2-Way	N/A	Dept.
ER	2	Emergency, Prior Purchasing Approval	TBD	TBD	TBD	Dept.
SS	3	Sole Source	TBD	TBD	TBD	Dept.