

Small Purchases: Direct Pay & Confirming Purchase Orders

NSU provides two simplified purchasing methods for low-dollar purchases when permitted by policy and Executive Order JML 25-104.

METHOD 1

Direct Pay

For eligible purchases of \$500 or less.

METHOD 2

Confirming PO

PO Type CO for purchases picked up from vendors or verbal orders when a vendor does not require a purchase order.

DELEGATED PURCHASING AUTHORITY

Both methods grant delegated purchasing authority to the Budget Unit Head/Designee, who is responsible for compliance with university policies, budget availability, and procurement regulations.

DIRECT PAY MAY BE USED FOR

- Small employee reimbursements.
- Local charge account payments.
- One-time purchases not exceeding \$500.

DIRECT PAY REQUIREMENTS

- Attach the original itemized invoice or receipt.
- Provide proof of payment for employee reimbursements.
- Include the vendor's Banner vendor number and remit-to address.
- The Budget Unit Head's approval confirms receipt of goods or services.
- Maintain sufficient budget funds before purchase.

DIRECT PAY RESTRICTIONS

- Purchases over \$500.
- Travel expenses.
- IT or telecommunications purchases.
- Professional services.
- Prohibited expenditures.
- Louisiana sales tax.
- Purchases requiring a formal Purchase Order.

Multiple invoices from the same vendor may be processed on one Direct Pay form only if charged to the same index and account. Purchases may not be split to avoid procurement requirements.

Confirming Purchase Orders

PO Type CO

Use this page to determine when a Confirming Purchase Order applies and how invoice processing differs based on the invoice amount.

A CONFIRMING PO IS USED WHEN

- Items are picked up from an off-campus vendor.
- A verbal order is placed, and the vendor does not require a purchase order.

KEY CONDITIONS

- No purchase order is issued to the vendor.
- The requesting department accepts delegated purchasing authority.
- Confirming orders are one-time transactions and do not allow partial receiving or partial payments.

PAYMENT PROCESSING BY INVOICE AMOUNT

INVOICES \$500 OR LESS

Direct Pay Route

Submit a Direct Pay (APV) form with the original invoice to Accounts Payable following Purchasing approval.

INVOICES OVER \$500

Banner Requisition Route

- Enter a requisition in Banner.
- Include the invoice or receipt number in the requisition documentation.
- Email a copy of the invoice to Purchasing for review.
- Forward the original invoice to Accounts Payable.
- Purchasing issues an official Purchase Order.
- The department completes online receiving.

COMPLIANCE AND AUDITS: ALL DIRECT PAY AND CONFIRMING PO TRANSACTIONS

- Must comply with university purchasing policies and Executive Order JML 25-104.
- Are subject to internal and external audit reviews.
- Cannot be used to circumvent competitive purchasing requirements or artificially divide purchases.
- Remain the responsibility of the Budget Unit Head/Designee, regardless of processing errors by others.

Direct Pay & Confirming Purchase Orders

Direct Pay / PO Type CO | Executive Order JML 25-104

DOLLAR THRESHOLD

Direct Pay is limited to eligible purchases of \$500 or less. Confirming PO invoices over \$500 require a Banner requisition and official Purchase Order.

PURCHASING AUTHORITY

Delegated purchasing authority is granted to the Budget Unit Head/Designee, who remains responsible for compliance, budget availability, and procurement regulations.

DEPARTMENT RESPONSIBILITIES

Maintain sufficient funds; attach the itemized invoice or receipt; provide proof of payment for reimbursements; include the vendor number and remit-to address; enter a Banner requisition for Confirming PO invoices over \$500.

PURCHASING RESPONSIBILITIES

Review Confirming PO documentation and issue an official Purchase Order for invoices over \$500.

RECEIVING AND DELIVERY

Confirming orders are one-time transactions. Partial receiving and partial payments are not allowed. For invoices over \$500, the department completes online receiving.

PAYMENT AND INVOICE ROUTING

For \$500 or less, submit the Direct Pay APV and original invoice to Accounts Payable after Purchasing approval. For over \$500, email an invoice copy to Purchasing and send the original to Accounts Payable.

RESTRICTIONS AND COMPLIANCE

Do not use Direct Pay for travel, IT or telecommunications, professional services, prohibited expenditures, Louisiana sales tax, purchases over \$500, or purchases requiring a formal PO. Do not artificially divide purchases.