

Orders Not Exceeding \$30,000

PO Type NW | Executive Order JML 25-104 | Official NSU Purchase Order required

AT A GLANCE

Use PO Type NW for supplies, materials, and services up to \$30,000 when the vendor requires an official NSU Purchase Order.

PURCHASING Purchasing retains purchasing authority and issues the official Purchase Order to the vendor.	REQUESTING DEPARTMENT The department does not receive delegated purchasing authority for PO Type NW.
--	--

BEFORE ENTERING THE REQUISITION

- Obtain pricing information, including shipping and handling.
- Ensure the University receives the best value.
- Tell the vendor that NSU is exempt from Louisiana sales tax.
- Confirm sufficient funds are available before submitting the requisition.

DO NOT PLACE THE ORDER

The department should not commit the University or direct the vendor to begin work before Purchasing issues the official Purchase Order.

REQUIRED PROCESS

Department and Purchasing Workflow

Follow these steps in sequence so the purchase is properly authorized, received, and paid.

1	Enter a Purchase Requisition in Banner.
2	Include the quote, estimate, or invoice number in the requisition documentation.
3	Email the quote, estimate, invoice, and other supporting documentation to Purchasing for review.
4	Purchasing reviews the documentation and issues the official Purchase Order to the vendor.
5	The vendor delivers the goods or performs the authorized service.
6	The requesting department completes online receiving after delivery or completion.
7	Forward the original invoice to Accounts Payable for payment processing.

DELIVERY

Items may be delivered through NSU Central Receiving or directly to the requesting department, as appropriate.

RECEIVING

The requesting department completes online receiving after the goods have been delivered or the authorized service has been completed.

COMPLIANCE

Failure to obtain appropriate pricing comparisons or follow University purchasing procedures may result in an unauthorized purchase determination.

QUICK REFERENCE

Orders Not Exceeding \$30,000

Standard comparison points used across NSU Purchasing guides.

Dollar Threshold	Up to \$30,000 when the vendor requires an official NSU Purchase Order.
Purchasing Authority	Purchasing retains authority and issues the official Purchase Order. Delegated purchasing authority is not granted to the department.
Department Responsibilities	Obtain pricing including shipping and handling; ensure best value; advise the vendor of NSU tax exemption; enter the Banner requisition; include the quote, estimate, or invoice number; and email supporting documentation to Purchasing.
Purchasing Responsibilities	Review the submitted documentation and issue the official Purchase Order to the vendor.
Receiving and Delivery	Delivery may be through Central Receiving or directly to the department. The department completes online receiving after delivery or completion.
Payment and Invoice Routing	Forward the original invoice to Accounts Payable for payment processing.
Restrictions and Compliance	Do not commit the University before the PO is issued. Failure to obtain pricing comparisons or follow University procedures may result in an unauthorized purchase determination.

REMEMBER

The requisition is a request for Purchasing to issue a Purchase Order. The requisition itself does not authorize the vendor to provide goods or services.