


CONTRACTS, PURCHASING, AND RISK MANAGEMENT POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY PUR 302-01
	Section: Orders and Requisitions
	Page 1 of 1
	Responsible office: CPRM
	Origination date: 07/01/1996
Subject: Departmental Purchase Orders (DPT)	Effective date: 07/01/1996
Source: University Policy ABOR 3-803	Revision date: 6/3/2020

PURPOSE

To allow University departments to issue Purchase Orders for low-value commodities.

POLICY

PUR 302-01-01: Use of Department Purchase Transaction (DPT) Order documents

DPT orders may be issued direct to vendors by departments without obtaining approval or oversight from Contracts, Purchasing and Risk Management in accordance with the following:

1. The total procurement, including tax, freight, or any other charge, does not exceed \$2,500.
2. DPT orders shall not be used to procure the following:
 - 2.1. Prohibited items under [CMP 401-03](#).
 - 2.2. Advertising.
 - 2.3. Animals - Dead or alive.
 - 2.4. Bars/Cocktail Lounges/Nightclubs/Taverns/Drinking Establishments.
 - 2.5. Cell phones for NAU business unless authorized under the University cell phone policy. Records of approval shall be kept on file in departmental records for audit purposes.
 - 2.6. Cleaners, disinfectants, and hand sanitizers. Refer to [PUR 301-05](#).
 - 2.7. Computers.
 - 2.8. Consulting services.
 - 2.9. Employee Appreciation/Recognition Items/Gifts.
 - 2.10. Entertainment.
 - 2.11. Financial Institution/Travelers Checks/Securities/Insurance/Loans.
 - 2.12. Fines/Penalties.
 - 2.13. Firearms/Ammunition/Explosives.
 - 2.14. Goods prohibited by state or federal law.
 - 2.15. Legal fees.
 - 2.16. Meals/Travel Related.
 - 2.17. Narcotics/Drugs.
 - 2.18. Printing services.
 - 2.19. Radioactive materials.
 - 2.20. Rare and precious metals.
 - 2.21. Renovation/Construction/Removal and/or installation services that may impact/disturb Asbestos Containing Material (ACM) or Presumed Asbestos Containing Material (PACM).
 - 2.22. Software.
 - 2.23. Personal Protective Equipment also known as PPE which includes, but is not limited to masks, clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection (PPE), Refer to [PUR 301-05](#).
 - 2.24. Personal Purchases.
 - 2.25. Purchases in which a University employee has a conflict of interest, and that employee participates in the purchase process.
 - 2.26. Services/Renovation/Construction/Removal and/or Installations.
 - 2.27. TSA Pre✓® (Transportation Security Administration Pre-check).
3. Multiple DPT orders may not be split to cover transactions totaling more than the \$2,500 limit.

4. Departments shall place DPT orders to Vendors.
5. Amount Only (blanket) transactions will require buyer oversight and can only be processed by Purchasing.

CROSS REFERENCE

[CMP 401-03](#) Prohibited Transactions
[PUR 600-01](#) Reporting Receipt of Order
[Campus Supply](#)