


CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY PUR 305-04
	Section: Orders and Requisitions
	Page 1 of 2
	Responsible office: Purchasing
	Origination date: 07/01/1996
Subject: Foreign Purchases	Effective date: 07/01/1996
Source: University policy	Revision date:

PURPOSE

To assist in ordering goods from foreign sources and clearing shipments through customs.

POLICY

PUR 305-04-01: Purchase Orders

Purchase orders issued to foreign suppliers will be written in U.S. dollars unless otherwise required by the supplier. The buyer will note the date and rate of exchange on the purchase order.

PUR 305-04-02: Shipments from Customs

All shipments from outside the geographical limits of the United States should generally be processed through a customs broker. Shipments may, however, be received directly from U.S. Customs without going through a customs broker. In this instance, it is the responsibility of the ordering department to have the shipment cleared through customs and pick up the merchandise.

PUR 305-04-03: Applications for Duty-Free Entry

Applications for duty-free entry may be filed directly with the U.S. Customs or through the University's customs broker. It is the responsibility of the ordering department to file the application with assistance as required from Contracting and Purchasing Services. If the application is filed through a customs broker, a fee will be charged to the ordering department's account. Applications should be filed prior to purchase. U.S. Customs Service will return a copy of the application with a notation that duty-free entry has been requested. This copy is filed with Customs at the time of entry of the shipment. If the copy of the application is not filed, the University must pay the duty and await the decision of the U.S. Customs Service.

PUR 305-04-04: Entry Permits

When plant materials, seeds, or animals are purchased from outside the United States, the ordering department is responsible for obtaining the necessary U.S. Department of Agriculture Entry Permits.

PUR 305-04-05: Processing RQS to Customs Broker

If the shipment is to clear Customs through a customs broker, the department should submit a requisition for Customs charges to Contracting and Purchasing Services or issue a departmental purchase order to cover the fee payment. Contracting and Purchasing Services will note on the purchase order that shipment is to be made through the customs broker, listing the name and address. Contracting and Purchasing Services will, upon request, file a copy of the purchase order with the customs broker.

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CROSS REFERENCE

- [PUR 205-00](#) Prohibited Purchases
- [PUR 301-09](#) Requisition Documents
- [PUR 302-01](#) Departmental Purchase Orders
- [PUR 303-00](#) Competitive Bidding (Complete Section)
- [PUR 305-01](#) Live Animals
- [PUR 600-01](#) Reporting Receipt of Order