1. NTC staff will enter their own purchase orders, following the purchasing policies and procedures found at [http://www.bemidjistate.edu/offices/procurement_logistics/purchasing/](http://www.bemidjistate.edu/offices/procurement_logistics/purchasing/). Staff should familiarize themselves with the information, forms, and links under the Purchasing & Contracts section of that website where extensive instructions are available.

If a bid or request for proposal process is required, staff should consult with Belinda Lindell (755-2043 or blindell@bemidjistate.edu) as soon as possible, but well in advance of needing the product or service. Allow a minimum of four weeks for unadvertised bids and a minimum of six weeks for bids requiring advertising.

Purchase orders requiring a forced encumbrance, will be reviewed and approved/denied by Robin Sylvester, Business Manager.

If a Request to Incur Special Expenses is required for a purchase, please submit the completed request form to Robin Sylvester. If the request is denied, you will be notified by Robin Sylvester. If it is approved, the Purchasing Office will:

- Process your purchase order if all other required paperwork has been submitted.
- Return it to you if it is for a purchase to be made with your purchasing card.
- Return it to you if it is for a purchase that will be reimbursed on an employee expense report.

Please enter detailed line item descriptions. The memo section should be used to communicate information that is internal to BSU and NTC. There is a separate section to provide additional information to the vendor. All purchase orders require pricing information. Use the memo section to communicate that information to the Purchasing Office. Below are examples of communication to be put in the PO memo section:

-- Verbal quote by Jane Doe, 218-555-5555, on 8-12-08.
-- One (two, three, etc.) firm written quote(s) in route to Purchasing via campus mail.
-- Special Expense Request form submitted to Business Manager.
-- PO over $500, submitted to Bruce Hemstad for approval.
-- Do not mail PO—order will be placed on-line after PO is approved and sent back to requestor.
-- Please attach “xxxx” to PO going to vendor. “xxxx” in route to Purchasing via campus mail.
-- Please send tax exempt certificate with PO.
-- Fax PO to John Doe at 218-555-1111.
-- Need to pick up this order personally, please send original PO back to me in campus mail.
-- Order already received—forgot to do PO first—please send me a 16A form to complete.
-- Pre-payment required because… (explanation required—not automatically approved).
-- Will be invoiced monthly.

2. **NTC staff should NOT place their own orders.** The Purchasing Office (not the requester) mails or faxes the original PO to the vendor to officially place the order. There are only a few limited exceptions such as:

-- For companies that require on-line orders, add a PO memo indicating that you will place the order on-line after you receive the approved purchase order back from the Purchasing Office (see example in #1 above).
-- If you need to pick up the order locally, please explain that in the PO memo (see example in #1 above).

3. If the purchase order is over $500, the originator should print a screen of the PO to give to Bruce Hemstad or Harry Cottrell for approval. The PO memo should indicate “PO over $500 submitted to Bruce Hemstad (or Harry Cottrell) for approval.” If Bruce or Harry approve the purchase, they will sign the print screen and put it in campus mail to Purchasing Office, Box 8, BSU.

4. The Purchasing Office will process purchase orders within 48 hours of receipt of the purchase order in the PCS module and receipt of all required supporting documentation and approval(s). While purchase orders are waiting for supporting documentation or approval(s), they may be placed on hold in the PCS module.

5. Once the Purchasing Office processes an NTC purchase order, a pink working copy will be sent via campus mail to the NTC staff member who initiated the purchase order. The working copy will be stamped with language and a signature line for the NTC staff member to verify receipt of the order and return to the Purchasing Office (Box 8) where all paperwork will be pulled together and submitted to Accounts Payable for payment.

6. **NTC staff who need training to enter purchase orders should contact Marie Bock at mbock@bemidjistate.edu**
CONTRACTING, BID & RFP QUESTIONS: Belinda Lindell 755-2043 blindell@bemidjistate.edu
Marie Bock 755-2050 mbock@bemidjistate.edu

ACCOUNTS PAYABLE QUESTIONS: Jodi Riley 755-2052 jriley@bemidjistate.edu
Idella Hayes 755-2899 ihayes@bemidjistate.edu

PLEASE NOTE THAT PURCHASE ORDERS ARE NOT ALLOWED TO THE FOLLOWING VENDORS BECAUSE EITHER THEY DO NOT INVOICE US OR WE HAVE HAD EXTREME DIFFICULTY WITH THEIR INVOICING/BILLING SYSTEM. PURCHASING CARDS SHOULD BE USED WITH THESE VENDORS:

Amazon
Home Depot
Joann Fabrics
Marketplace Foods
OfficeMax
Pamida
Target
Wal-Mart

If you need to apply for a purchasing card, the application is available at the following website:

http://www.bemidjistate.edu/offices/procurement_logistics/purchasing/files/bsu_and_ntc_card_application_form.pdf