
Purchase Order Guidelines

There are many different purchasing guidelines and policies that NAU, Campus Living, and other authorities have that we have to follow. If a PO is submitted that does not meet these guidelines or policies, it will be denied. Feel free to reach out to the DAF if you have any questions about these. Here is a list of general guidelines from these authorities and additional guidelines:

1. A list of all [prohibited items](#) that cannot be purchased.
2. A list of all [approved vendors](#) that we can use.
 - i. This list is as of February 2024 and may be out of date.
 - ii. Any other vendor requires an exemption form. Speak with the DAF if necessary.
3. A list of [words to not use](#) when completing a PO.
4. Any “incentives” purchased for students cannot exceed the cost of \$25 per person.
5. If you request an amount that exceeds the remaining balance in a line item, I cannot approve it.

Submitting a Purchase Order Request

1. Fill out the [CLSA Purchase Order Form](#) at least 3 weeks prior to needing the items.
 - i. These timelines are required in order to allow for sufficient approval and purchasing time. There may be times when there is an exception. In this case, speak with the DAF as soon as possible.
 - ii. If you are aware that an online order will take longer than a week to ship and deliver, please fill the PO out well in advance.
 - iii. Please be aware that if you are ordering custom merchandise or apparel, you need to account for ordering and giving vendors appropriate time to produce the items.
2. Once submitted, you will be either copied on an email to CLSA Advisors (if approved by the DAF) or emailed directly explaining why it was denied within 2 days.
 - i. Note the 2 days begin on the next business day if the PO is submitted on a weekend, holiday, or break.
3. Throughout the process of approval and purchasing, the DAF will be updating the [PO Tracker](#). Please refer to this if you’re curious about the status of your PO but also don’t hesitate to reach out to the DAF.