NAU NORTHERN ARIZONA UNIVERSITY

Contracts, Purchasing, and Risk Management

This month, CPRM is excited to share more about the work we do and how it supports our campus community. Please feel free to forward this message to anyone who may find it helpful. Working together, our teams can make a meaningful difference during these tight budget times.

Accounts Payable

The Accounts Payable team plays a vital role in keeping the University's financial operations running smoothly. The team is responsible for processing vendor invoices, issuing payments, managing reimbursements, and ensuring that all transactions comply with state and federal regulations, and University policies. We work closely with departments across campus to make sure payments are accurate, timely, and properly documented, helping maintain strong relationships with suppliers and supporting the University's overall financial health.

Campus Supply/Shipping and Receiving

Campus Supply serves as Northern Arizona University's central receiving warehouse and stores operation. Campus Supply maintains a comprehensive inventory of products essential to the maintenance and operation of the University, supporting facilities, academic, and administrative functions, as well as NAU's Intergovernmental Agency (IGA) partners. The Shipping and Receiving team is responsible for processing requests for stock and non-stock materials, as well as managing all incoming deliveries for the University. The team ensures that materials are accurately processed and distributed to departments across campus timely. Campus Supply maintains an inventory of approximately 2,000 items, including custodial, plumbing, HVAC, paint, and electrical supplies, copier paper, and personal safety equipment.

Ordering Process

- Stock items may be purchased in-person at Campus Supply using a work order number or departmental speedchart and account number.

- Orders may also be submitted using the Material Request Form.
- Non-stock items may be purchased through a work order or in-person at Campus Supply.
- Hours of operation are Monday through Friday, 8:00 a.m. to 5:00 p.m.

Contracts

The Contracts team is responsible for reviewing, drafting, negotiating, and executing agreements, as well as supporting University departments with ongoing contract management. This department ensures compliance with federal law, Arizona state law, Arizona Board of Regents policies, and NAU policies. The team handles most contracts required by the University including facility use agreements, consulting services, software licenses, equipment rentals, hotel accommodations, advertising agreements, international agreements, non-standard affiliation agreements, revenue generating agreements and more. University contracts that are not handled by this team are contracts for construction and grants.

Risk Management

Risk Management supports the University's mission by assisting departments with identifying risks and advising on mitigation strategies to manage institutional risk. The department manages the University's Loss Prevention Program, oversees the University's insurance program, and serves as the University's liaison to the Arizona Department of Administration's State Risk Management Division. Additionally, the team manages damage and theft claim submissions for University-owned property, processes third-party claims, coordinates claim reimbursement payments and determines the appropriate insurance necessary for programs and contracts.

Property Surplus

The University is required by law to maximize the use of all University assets. When an asset is no longer needed, Property Surplus ensures the University receives the greatest possible return through resale.

Property Surplus is responsible for the sale and disposal of all property in the University's possession. NAU departments may drop off surplus items between 8:00 a.m. and 11:00 a.m. or schedule a drop-off or pickup for the disposal of unwanted University property. Property Surplus is open to both NAU departments and the general public. Public shopping hours are 12:00 p.m. to 4:00 p.m., Monday through Friday.

Items available for purchase include office furniture and equipment, household furniture, computer hardware, parts, and miscellaneous supplies. New items are added to inventory daily. Property Surplus also serves as the disposal unit for lost and found property.

Property Administration

Property Administration is responsible for tagging newly acquired capital equipment with a unique identification number (property control tag) and recording these items as fixed assets in PeopleSoft Financials, which supports the University's financial reporting. The team conducts the University's annual physical inventory of all tagged assets, which typically takes place in the spring. Throughout the year, Property Administration maintains and updates master inventory records to reflect changes such as asset location updates or newly purchased items added to the inventory. University property required to be tagged with an asset number includes individual items with a value of $5,000 or more, as well as all vehicles, regardless of purchase price.

Purchasing

Purchasing does far more than simply buy goods and services. It plays a strategic role in advancing the University's mission by driving value, ensuring compliance, and stewarding University resources. Through strategic sourcing, contract management, PCard administration, and strong vendor partnerships, the Purchasing team supports departments in meeting their goals while managing risk, maximizing cost efficiency, and promoting long-term institutional sustainability.

We welcome your feedback and look forward to sharing more helpful information next month. For questions or suggestions, please email CPRM-Feedback@nau.edu.

CPRM Team