

CPRM is excited to showcase our work and the impact it has across campus. We encourage you to forward this message to colleagues who may find it useful. Collaboration and partnership are more important than ever, and together we can make a positive difference as we navigate current budget challenges.

Proof that a well-written RFP can move mountains... or at least some very large equipment.



Non-Travel Reimbursements

Non-travel reimbursements should be used only in limited circumstances and are not intended as a routine method for purchasing goods on behalf of the University. Employees who repeatedly submit reimbursement requests for University business expenses may have future reimbursement requests denied.

When a purchase is needed for University business, employees should work through the appropriate procurement process by submitting a Purchase Request or, requesting a University PCard to make the purchase. Using approved purchasing methods helps ensure compliance with University procurement policies, proper approvals, and accurate financial reporting.

Planning purchases in advance and using the appropriate procurement tools helps protect both employees and the University while supporting efficient and compliant purchasing practices.

Closed Purchase Requests: How to Get Assistance

Comments entered on closed Purchase Requests are not routed to anyone for review and may go unanswered. If you have a question or need assistance with a closed Purchase Request, send an email directly to the last person to whom the Purchase Request was assigned. This will help ensure your question reaches the appropriate individual and can be addressed in a timely manner.

Timely Invoice Submission Matters

To help ensure prompt payment and accurate financial reporting, all invoices should be uploaded to the Purchase Request after they have been reviewed for accuracy. Timely invoice submission is critical to meeting Net 30 payment terms, taking advantage of available early payment discounts, and avoiding unnecessary late fees or penalties. Submitting invoices promptly supports responsible financial stewardship and helps maintain strong relationships with our suppliers.

In June, approximately 16% of invoices processed were dated April or earlier, with several invoices having remained outstanding since the previous fall. Timely invoice submission helps ensure payments are processed efficiently, supports compliance with policies and financial controls, and demonstrates our commitment to meeting payment obligations.

PCard SpeedChart Updates

Cardholders may request to add or remove SpeedCharts associated with their PCard. To request a SpeedChart update, email PCard@nau.edu and include your Employee ID in the request. Providing your Employee ID helps ensure the requested changes can be processed accurately and efficiently.

Need Coverage During an Absence?

To help ensure PCard transactions are reconciled and verified on time, cardholders may designate a proxy (alternative reconciler) when they will be out of the office or otherwise unable to complete their reconciliation responsibilities. Establishing a proxy helps maintain compliance with verification deadlines and ensures transactions are reconciled on time.

If you anticipate being unavailable, please arrange for a proxy in advance to avoid delays in the reconciliation process and avoid receiving a PCard violation.

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