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.

This edition is arriving later than planned as we wrapped up the close of FY26 and transitioned into FY27. Thank you for your patience as we prepared this issue.

Happy New Fiscal Year!

FY27

As we begin the new fiscal year, submit your purchase requests as early as possible to help ensure timely processing and avoid delays. Early submission allows adequate time for review, approvals, sourcing, and purchase order issuance, particularly during periods of high volume. Waiting until the last minute can result in processing delays that may impact delivery timelines and departmental operations. Planning ahead and submitting requests promptly helps us to better support the University and ensures goods and services are obtained when required.

If a Purchase Order (PO) has been issued and the invoice is paid using a department PCard, make a note in the Purchase Request that payment was made by PCard. In these situations, the invoice does **not** need to be uploaded to the Purchase Request. Instead, include the invoice with the supporting documentation for the PCard transaction. This helps maintain accurate records and helps to avoid duplicate payment.

Amazon Business

If you have a PCard and would like to be added as a user to the University's Amazon Business account, email PCard@nau.edu.

All University business purchases must be made through the University's Amazon Business account and paid for with a University Purchasing Card (PCard). Personal Amazon accounts should not be used for University business purchases, and purchases should not be made with the expectation of reimbursement. Using the University's Amazon Business account helps ensure compliance with procurement policies.

If you do not currently have a University PCard, you may request one here: PCard Request.

Accounts Payable

Please ensure all invoices are uploaded to the Purchase Request as soon as they are received. Timely uploads are essential to help ensure payments are processed within the Net 30 payment terms. Prompt invoice submission also allows the University to take advantage of available early payment discounts and helps avoid unnecessary late fees or penalties. Your cooperation in submitting invoices promptly supports effective financial stewardship and strengthens our relationships with suppliers.

Vendor Forms

Vendor forms should be submitted directly to **NAU-purchasing@nau.edu**. Do not upload vendor forms into Purchase Requests, as they contain personal identifiable information and must be handled securely.

For payments to individuals, please make sure you are using the most current address to avoid delays or returned payments.

Property Surplus

Beginning July 1, departments should contact Information Technology Services (ITS) for assistance with retiring desktop computers, laptops, and all-in-one computers that are ready for surplus. ITS will collect the equipment, securely remove all university data, and prepare the devices for transfer to Property Surplus.

Departments may also drop off computers for retirement in person at ITS, Building 54. For additional information or assistance, please contact NAU Information Technology Services at ask-its@nau.edu or (928) 523-3335.

PCard

If an employee retires or separates from NAU, the employee or their supervisor should promptly notify the PCard Office so the card account can be closed. To request a PCard be closed, email PCard@nau.edu and include the employee's EMPL ID. Note that all outstanding PCard transactions must be reconciled before the account can be fully closed.

ACH for Individuals

ACH is available for individuals. You can find the ACH form on the Contracts, Purchasing, and Risk Management webpage under Department Forms. A quick reminder: this form is for individuals only. By increasing ACH usage, we can speed up payment processing, reduce delays, cut down on the cost of voided checks, and eliminate unnecessary administrative work.

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