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.

Fiscal Year End

As we move through this busy period, we appreciate your patience. Please allow extra processing time due to volume of closing FY26 and new Purchase Requests for FY27. Our team is working hard to keep everything moving, and we're prioritizing Purchase Requests related to essential commodities such as utilities and leases. If you have an urgent request that requires immediate attention, please send it directly to Debra.Cisneros@nau.edu so we can help ensure its prioritized appropriately.

Including all required details in your purchase request such as the Speedchart, due date, quote or scope of work, total amount, a clear and detailed description, and the correct vendor name helps streamline procurement review and allows us to move your request forward more efficiently. When information is missing, our team must follow up, which slows down the process for everyone. Sharing complete information up front keeps everything running smoothly. If anything is unclear or you're unsure what to include, please reach out, we're always happy to help.

Beginning June 9, you may begin submitting your FY27 Purchase Requests. Please allow adequate time for review and all required approvals. Building in this lead time helps ensure each procurement is fully compliant with University policy as well as state and federal statutes.

Don't forget to add a note in the purchase request if the expense is for FY26 or FY27.

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.

Accounts Payable

After confirming the vendor's invoice is accurate and the goods/services have been received. Confirm that the "Bill To" on the invoice is listed as Northern Arizona University or NAU and upload invoices promptly to avoid delays in processing.

Planning Ahead for Upcoming Deadlines

Please take note of all upcoming purchasing and accounts payable deadlines and allow sufficient lead time for required approvals. Early planning helps us prevent delays and keeps everything on track. Fiscal Year 2026 Year-End Calendar

PCard

The PCard Change Request Form has been updated and is now available under Department Forms on the CPRM webpage.

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