

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.

ACH for Individuals

We're excited to roll out a new initiative aimed at increasing ACH enrollment for University payments. This includes speakers/performers, participants, students, and non-travel reimbursements 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.

Abandoned Bikes Round Up

With the end of the spring semester comes the annual abandoned bike roundup. Capital Planning and Campus Operations will begin collecting all abandoned bikes on campus starting May 28th.

If you will remain on campus, please place a green tag on your bike to prevent accidental collection. Bikes with green tags will not be removed, and tags only need to remain in place through the end of May. Green tags are available at the University Union front desk, Dubois Info Desk, Facility Services, Contracts/Purchasing/Risk Management, University Transit, Cline Library, HLC, and Property Surplus. Collected bikes will be held for the required 30-day period before being sold through Property Surplus. If your bike is collected by mistake, contact Property Surplus at (928) 523-4163.

Help us ensure only abandoned bikes are removed—be sure to tag any bike that is still in use.

Purchase Request Reminder

A quick reminder: submitting all required information with your purchase request helps speed up processing. When details are missing, we often have to follow up, which slows everything down. Providing complete information up front keeps things moving smoothly. Don't hesitate to contact our office if you have any questions.

As we approach the end of the fiscal year, please remember to add a note in the purchase request if the expense is for FY26 or FY27.

Planning Ahead for Upcoming Deadlines

As we approach fiscal year-end, 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

When making an in-person purchase with your PCard, you must enter your PIN if the terminal prompts for it. If you try to run your card as credit instead, the transaction will decline. You can set or reset your PIN by logging in at [Global Card Access - Login](#) or through the **GCA app**.

Affiliation Agreements

If you administer external, credit-bearing internships, fieldwork, or experiential learning opportunities for students, helpful information and resources, to include the policy, are provided below.

- Affiliation agreements are used to establish affiliate relationships between Northern Arizona University and other institutions or facilities (the "host") to allow the university's students to participate in academic educational experiences. Affiliation

agreements define the applicable terms and conditions and the respective roles and responsibilities of each party.

- Currently, OnBase is the central repository for internship affiliation agreements, and all affiliation agreements must be initiated through OnBase.
- CPRM is responsible for ensuring that the standard affiliation agreements available in OnBase are current and legally compliant. Agreements created outside of OnBase are not approved for use.
- If an affiliate wants to deviate from that standard agreement, it must be processed as a non-standard agreement through OnBase.
- Only your college's dean is authorized to sign unchanged standard affiliation agreements or non-standard agreements reviewed by CPRM, after processing through OnBase.
- When affiliation agreements fall outside of policy, there may be increased risk for the University, the signer, and the student.

Policy and Resources:

- Policy: [Affiliation Agreements | University Policy Library \(nau.edu\)](#)
- Additional Resources: <https://in.nau.edu/career/internship-resources-for-faculty-and-staff/>
- Please feel free to reach out to the Contracts department for advice and direction at nau-contracts@nau.edu

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