

Nova Southeastern University

University Policy

Area(s) Effected: Academic/Administrative

Applicability: University Wide

Scope: Requisition, Purchase, Receipt and Payment of Computer Equipment and Peripherals

Rationale: To establish a central receiving area within the Office of Information Technologies for computer equipment and peripherals to improve control and expedite payment of invoices

Publication Requirements: Financial Operations Policies and Procedures, Purchasing Procedures Manual, Post on NSU Web

Policy: Computer Equipment and Peripherals Purchase, Receipt and Payment Policy

Issue Date: March 2005

The Office of Information Technologies (OIT), University Park Plaza building will serve as a central receiving area for computer equipment and peripherals purchased for all University users. Purchase orders related to such acquisitions will be forwarded by the Purchasing Department to OIT for verification with goods received and data on the packing slip and invoice. OIT management will approve invoices for payment when documents match. Purchasing will be responsible for resolving order discrepancies with the vendor, including damaged goods or shipment of incorrect items. Goods shipped to international destinations are exempt from this policy.

Review and Approval:

Review by Policy Committee: Roger T. Lacasse Approval Date 3/21/05
Roger T. Lacasse, Chair

Review by the Vice President W. David Heron Approval Date 3/21/05
For Finance W. David Heron

Review by the Executive Vice George L. Hanbury II Approval Date 4/26/05
President for Administration George L. Hanbury II, Ph.D.

Signature of University President Ray Ferrero, Jr. Approval Date 4/27/05
Ray Ferrero, Jr.

Requisition, Purchase, Receipt and Payment of Computer Equipment and Peripherals

March 2005

Requisitions/Purchase Orders

All requests and/or purchase orders for technology purchases, including hardware, software, and peripherals, must be submitted to the Office of Information Technologies (OIT) for approval prior to issuance of the purchase order by the Purchasing Department. OIT does not control budgeted dollars nor authorize the expenditure of funds; OIT works with functional users to determine and define appropriate technology to meet a stated purpose. OIT verifies the compatibility, configuration, and data storage requirements and ensures all requirements for security and compatibility to the University's technology infrastructure are met in a cost-effective and appropriate manner.

Receiving

The Office of Information Technologies, University Park Plaza building will serve as the central receiving area for acquisition of computer equipment and peripherals for all University users, including users at the Student Education Centers (SEC) and other off-campus sites. The shipping and billing address for equipment should be entered on the purchase order, as follows:

Nova Southeastern University, Inc.
Attn: OIT Receiving
3424 South University Drive, # 117
Ft. Lauderdale, Florida 33314

Goods shipped to international destinations are exempt from this policy. But, in certain instances, it may be appropriate to ship goods directly to the Ft. Lauderdale address prior to forwarding them to their final destination.

University Mail Services will provide assistance in delivering small peripherals and other items that do not require installation assistance or other technical help from OIT staff. Mail Services will schedule and be responsible for such delivery, coordinating delivery times with OIT. Physical Plant will deliver larger items.

Complete Shipments

Designated OIT staff will match goods received, noting quantity, make, model and serial numbers (if applicable), to the purchase order, packing slip and invoice. If data agrees on

all forms, the staff member will approve the invoice for payment and forward it together with the packing slip to Accounts Payable for payment.

OIT will use a stamp with the inscription "Approved for Payment" to document approval. The stamp will also have space to indicate the date and signature of the person approving payment.

Partial Shipments

Incomplete or partial shipments will be noted as such by OIT. A stamp will be used with the inscription "Partial Shipment" to denote approval for partial payment. The stamp will also have space to indicate the date and signature of the person approving payment.

Similar to complete shipments, if information matches on the purchase order, packing slip and invoice for the actual goods received, OIT staff should forward the invoice and packing slip to Accounts Payable for payment of the goods.

Missing Invoices

In those instances when an invoice is not received from the vendor and the goods have been received, OIT should allow ten working days to lapse before further action is taken. After ten days, missing invoices should be reported to Accounts Payable. It will be the responsibility of Accounts Payable to contact the vendor to obtain an original copy of the invoice. OIT staff should hold the packing slip until an invoice is received.

Other Discrepancies

If other discrepancies exist, such as damaged goods or shipment of incorrect items, OIT will notify Purchasing by email of the inconsistency in the order. Purchasing will be responsible for resolving the matter with the vendor. When merchandise is returned, Purchasing will obtain a return authorization number from the vendor to accompany the return shipment. OIT will retain the invoice until the credit memo is received. Then, OIT will forward the invoice, packing slip and credit memo to Accounts Payable for processing. OIT will be responsible to notify the originating department that the order has been returned to the vendor.

Payment of Invoices

Accounts Payable will pay each vendor by check or through the Automated Clearing House (ACH). If applicable, the invoice amount will be reduced by any credit memo obtained due to adjustment of the order.