



ORDERING AND DELIVERY LEAD TIME

Policy Title: Ordering and Delivery Lead Time

Policy Type: Administrative

Policy Number: #43-18 (2014)

Approved: 04/22/2015

Responsible Office: Procurement Services

Responsible Executive: Vice President for Finance and Administration

Applies to: University Employees

POLICY STATEMENT

This University has established policy summarizing ordering lead times.

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DEFINITIONS

None

CONTACT(S)

Procurement Services officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy #01 (2014) Creating and Maintaining Policies <https://www.nsu.edu/policy-library/bov-policy> through the appropriate governance structures. Questions regarding this policy should be directed to Procurement Services.

STAKEHOLDER(S)

University Community

ORDERING AND DELIVERY LEAD TIME POLICY CONTENTS

Ordering lead time is that period of time in calendar days from receipt of a properly completed purchase requisition by Procurement Services to issuance of a purchase order or other contract. Lead times do not include time needed to gain prior approvals from central offices in Richmond such as Virginia Correctional Enterprises (VCE) for printing or embroidery if the work cannot be performed by VCE. A summary of average ordering lead times is shown below:

Ordering Lead Times (In Calendar Days)			
	≤\$5K	>\$5K ≤\$100K	> \$100K
Term Contracts (includes State Contracts)	4-6	4-6	
Goods	4-6	10-20	30-60
Printing	4-6	10-20	30-60
Services	4-6	10-20	30-90
SPCC Transactions	1 business day		

PUBLICATION

This policy shall be widely published or distributed to the University Community. To ensure timely publication and distribution thereof, the Responsible Executive will make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the University community, including current and prospective students within 14 days of approval
- Submit this policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the related webpages; and
- Educate and train all stakeholders and appropriate audiences on the policy’s content as necessary.

REVIEW SCHEDULE

- Next Scheduled Review: 12/07/2020

- Approval by, date: President, 04/03/2015
- Revision History: 07/01/1995, 07/01/2014, 04/22/2015, 10/06/16; 12/07/2017
- Supersedes: Procurement Services Policy and Procedures No. 5

RELATED DOCUMENTS

There are no related documents associated with this policy.

FORMS

There are no forms associated with this policy.