REPEAT ORDERS

Policy Title: Repeat Orders
Policy Type: Administrative
Policy Number: #43-25 (2014)
Approved: 04/03/2015
Responsible Office: Procurement Services
Responsible Executive: Vice President for Finance and Administration
Applies to: University Employees

POLICY STATEMENT
The University has established policy providing guidance for repeat orders.

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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/Assets/websites/policy-library/policies/01/BOV-Policy-01-Creating-and-Maintaining-Policies.pdf through the appropriate governance structures. Questions regarding this policy should be directed to Procurement Services.

STAKEHOLDER(S)
University Community
REPEAT ORDERS POLICY CONTENTS
When preparing Purchase Requisitions for redundant type purchases, the requisitioning department/activity should use the specifications appearing on the previous purchase order or reference the previous purchase order number in the body of the requisition. Furnishing this information can expedite the processing of a request by several days.

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 appropriate webpages; and
- Educate and train all stakeholders and appropriate audiences on the policy’s content as necessary.

REVIEW SCHEDULE
- Next Scheduled Review: 08/31/2018
- Approval by, date: President, 04/03/2015
- Revision History: 07/01/1995; 07/01/2014; 04/03/2015; 08/31/2016; 08/21/2017
- Supersedes: Procurement Services Policy and Procedures No. 12

RELATED DOCUMENTS
There are no related documents associated with this policy.

FORMS
There are no forms associated with this policy.