



## CONFIRMING ORDERS

**Policy Title:** Confirming Orders

**Policy Type:** Administrative

**Policy Number:** #43-26 (2014)

**Approved:** 09/01/2014

**Responsible Office:** Procurement Services

**Responsible Executive:** Vice President for Finance and Administration

**Applies to:** University Employees

### POLICY STATEMENT

The University has established policy governing confirming orders.

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### DEFINITIONS

**Confirming Order:** A purchase order issued after the fact by a procuring agency to a vendor for goods or services ordered orally or by some other informal means.

### 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/bov-01.aspx> through the appropriate governance structures. Questions regarding this policy should be directed to Procurement Services.

### STAKEHOLDER(S)

University Community

## **CONFIRMING ORDERS POLICY CONTENTS**

When an urgent need exists, the requestor should contact the vendor and obtain current price(s), name of individual quoting price(s), freight charge (FOB Destination) and availability of needed items. The requestor should prepare a Purchase Requisition through Colleague, contact each person in the approval hierarchy for approval, and then contact Procurement Services for review and issuance of a purchase order number. A review by Procurement Services of items intended for purchase must be made to ensure compliance with law and regulations including mandatory source procurement. The requestor, after obtaining a purchase order number, may place a confirming order with the vendor and must ensure that the number is entered on the vendor's invoice, bill, ticket, etc. This is necessary to prevent delay in payment. The requestor must notify Procurement Services of its intent to place the confirming order to avoid a duplicate order from being placed by Procurement Services.

Procurement Services will add "Confirmation Order – Do Not Duplicate" to the Purchase Order.

Orders placed without prior Procurement Services approval are unauthorized purchases. Individuals awarding contracts without the authority to do so may be held personally liable for payments to the contractor.

## **PUBLICATION**

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

- Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the appropriate Website; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary. Failure to meet the publication requirements does not invalidate this policy.

## **REVIEW SCHEDULE**

- Next Scheduled Review: 08/16/2021
- Approval by, date: President, 09/01/2014
- Revision History: 07/01/1995, 07/01/2014, 07/01/2015, 08/31/2016, 08/21/2017; 08/16/2018
- Supersedes: Procurement Services Policy and Procedures No. 13

**RELATED DOCUMENTS**

There are no related documents associated with this policy.

**FORMS**

There are no forms associated with this policy.