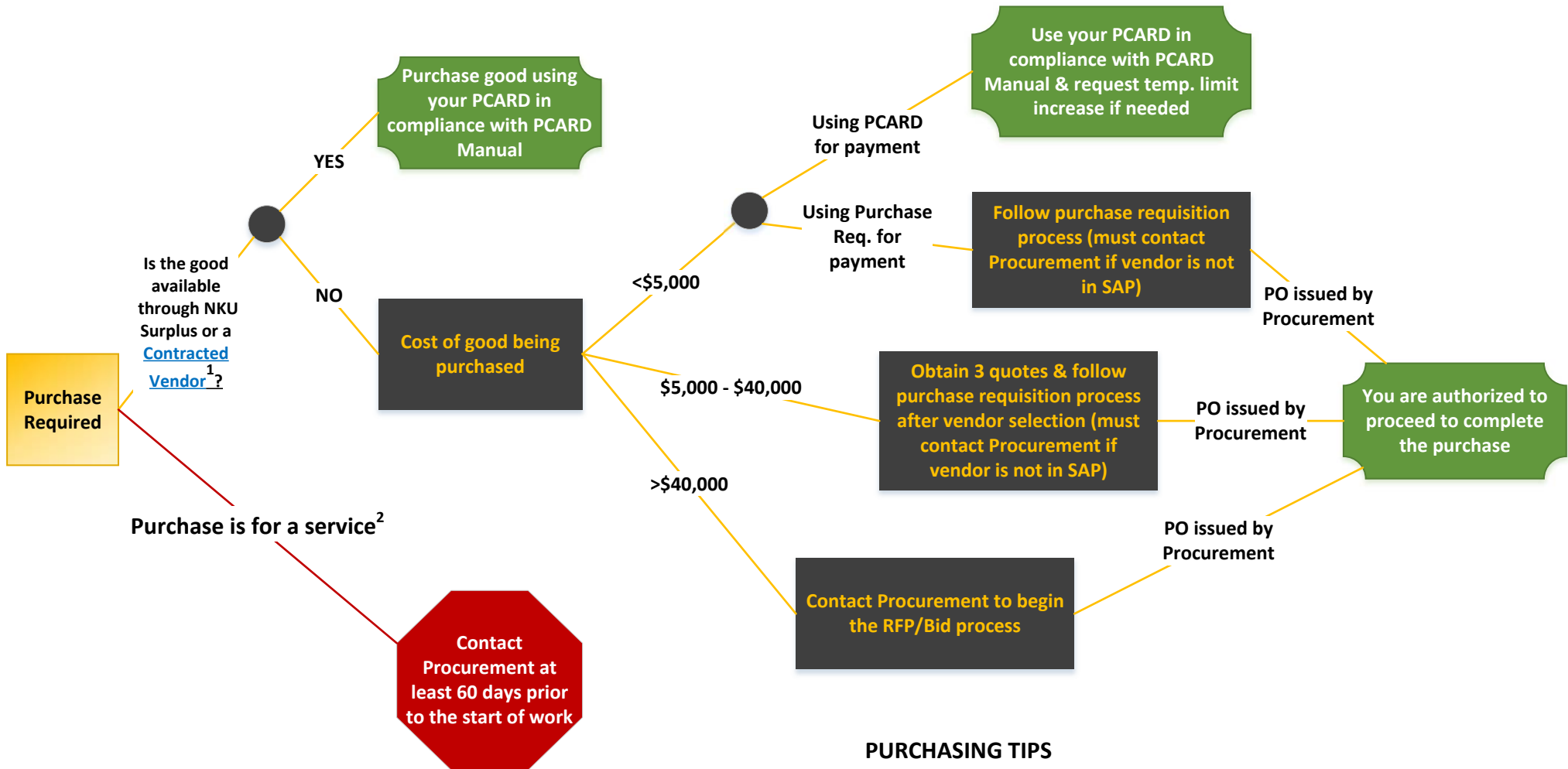


ALL NKU purchases **must** comply with Kentucky Model Procurement Code [KRS 45A](#).



ALL non-PCARD purchases **must** have a Purchase Order (PO) issued by Procurement Services **PRIOR** to the purchase.

ALL PCARD purchases **must** comply with policies found in the [PCARD manual](#).



¹ Contracted Vendor examples include:

- BARNES & NOBLE
- STAPLES
- AMAZON
- ABS
- CHARTWELLS
- ENTERPRISE RENTAL CAR

² Definition of Service:

Any professional or general service work performed which does not result in the delivery of goods or materials. Examples include, but are not limited to: repairs, training, consulting.

PURCHASING TIPS

- If you have any questions regarding the purchasing process, contact Procurement at (859) 572-5265 or by clicking [here](#).
- Allow adequate processing time. Contact Procurement at least **60** days prior to the start of work or the purchase.
- Consider Purchase Order or Contract needs during budget planning.
- All contracts **must** be reviewed by Legal Affairs.
- Contracts can only be signed by those with signing authority.