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](#).

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**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.

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**Cost of good being purchased**

- **YES:**
  - Purchase good using your PCARD in compliance with PCARD Manual
  - Using PCARD for payment
  - $<5,000
  - $5,000 - $40,000
  - $>40,000
- **NO:**
  - Follow purchase requisition process (must contact Procurement if vendor is not in SAP)
  - Obtain 3 quotes & follow purchase requisition process after vendor selection (must contact Procurement if vendor is not in SAP)
  - >$40,000

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**Purchase is for a service**

- Contact Procurement to begin the RFP/Bid process
- Contact Procurement at least **60** days prior to the start of work

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**Purchase Required**

- **YES:**
  - If the good is available through NKU Surplus or a Contracted Vendor?
  - Using Purchase Req. for payment
- **NO:**
  - You are authorized to proceed to complete the purchase

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**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.