Purchasing through a University Department or Surplus Property

**IDENTIFY NEED**
- Need is identified for a good or service that can be obtained within Northwestern University

**FIND SUPPLIER**
- Check NU’s Surplus Property Exchange website and contact seller department to negotiate price, if any

**PLACE ORDER**
- If there is a cost, get approval and check budget
- Provide correct chart string to selling department
- Determine details for acquiring purchase

**SURPLUS PROPERTY EXCHANGE**
- Access the Purchasing Resource Services Preferred Vendor Matrix for some “Internal Billing” items from University Departments.

**UNIVERSITY DEPARTMENT**
- The Surplus Property Exchange is an online bulletin board. If you arrange for purchase of an item, you will need to either pick the item up at the department or have it shipped. (There is no warehouse for surplus property at the University.)

- Chart String Overview
- Identify Appropriate Chart String

**RECEIVE ORDER**
- Receive product or service
Seller creates internal sales journal (ISJ) in NUPortal (or high volume users use Journal Spreadsheet Upload Process)

ISJ Transaction is approved by NUFinancials approvers in both departments and Accounting Services

Charge appears on budget reports, verify accuracy and reconcile, contact seller if issue. See Journal Mask and Source Listing/Guide to Transaction Owners

For purchases of goods over $5000, follow inventory process

- Ready to dispose or recycle? Use the Equipment Inventory and Disposal form
- If equipment was purchased on a grant, contact ASRSP

- Process Map created in partnership between HR Learning & Organization Development, Financial Operations and Accounting Services, Purchasing Resource Services, Accounts Payable, and Accounting Services for Research and Sponsored Programs.
- Please share your feedback about this Process Map by completing a brief survey.

- Finance, Facilities, and Research Administration Training: Recording Internal Sales
- High volume users: Register with Accounting Services to use the journal spreadsheet upload process
- Journal Spreadsheet Upload Training

- Finance, Facilities, and Research Administration Training: FMS723 Reconciling Budgets (Budgeting Tab)