

Purchase Authorization (PA) system

small purchases (under \$5,000)

College of Agriculture and Life Sciences faculty and staff will have access to an online Purchase Authorization (PA) system. This replaces the multiple PA or Purchase Order tracking systems currently used by our departments and units. The website can be accessed from any computer, iPad, and most smartphones with an internet connection. The online PA system enables faculty and staff to acquire a PA whenever the need arises day or night.

All that is required to login to the website is your current Unity ID and password. In fact, if you are logged into the MyPack portal you are logged into the online PA system.

Access the System

Here is the link to the online PA system: <http://harvest.cals.ncsu.edu/papo/>

As soon as you access the online PA system you will notice that your unityID, name, departmental OUC, email, and phone number are all populated. Any field that has a red asterisk (*) is a required field.

Once you have completed filling out the required information for your PA you are welcome to add any comments to the comment box before pressing the submit button.

Printing the PA

Once submitted you will receive an email with your PA's information. You will find a link within that email enabling you to print an official copy of the PA to take to the store.

Purchase Received - Complete Vendor Payment Process

Once the product or service has been received, you will need to return to the online PA system to mark your purchase received. You can locate your PA by typing your unity ID into the search bar found at the top of the website and by pressing submit. From there locate the PA and click on the PA number (ex. CALS-2012-71-00015). The Receiving Info section is at the bottom.

In accordance with NC law we cannot process an invoice unless we know that product has been received, and the date received, which makes this step all the more important, otherwise an accounting technician will be contacting you to ask if it is okay to pay the invoice.

Greg Lewis 515-6708 jglewis@ncsu.edu

Tom Mease 515-6377 tmease@ncsu.edu

Or for technical questions our programmer: Scott Niven 515-5890 scott_niven@ncsu.edu

Screen shot of the system next page.....

CALS Business Center PA System
Purchase Authorization (PA)

You are logged in as **temease**

[request a PA number](#) | [view PA numbers](#)

[Logout](#)

Search:

Search ONLY in the CALS Directory

Request a new PA Number

Complete the form below to request a new PA number. All fields marked with *are required.

Requestor Info	
UnityID:	temease
Name:	Thomas E Mease
Department:	110305 (CALS Business Office)
Email:	tom_mease@ncsu.edu
Phone Number:	919-515-6377

Item Info	
* FULL Vendor Name:	<input type="text"/> (Ex. Lowe's Home Improvement, NOT Lowe's)
* Estimated Amount:	<input type="text"/> (Must be less than \$5,000 including shipping and any applicable taxes)
* Description/Purpose:	<input type="text"/> (Ex. Supplies for classroom - Course 321, NOT Supplies)
* ProjectID:	<input type="text"/> (Ex. 234567-09876. If you don't know your phase, enter 99999) <input type="checkbox"/> Click here to charge to more than one project

Ship To Address (Complete this section if a hard copy of the PA is required by the vendor)	
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
Address 3:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip Code:	<input type="text"/>

Bill To Address	
* Address 1:	CALS Business Center
Address 2:	Campus Box 7644
Attention:	
* City:	Raleigh
* State:	NC
* Zip Code:	27695-7644

Comments	
<div style="border: 1px solid gray; height: 40px;"></div>	

Receiving Info	
Has item been received?:	<input type="checkbox"/> Yes, I certify the order has been received.
Date Received:	

If you need to report a problem with this site, please email cals_webapp@ncsu.edu.