

**COLLEGE OF SOUTHERN NEVADA
FINANCE & FACILITIES DIVISION
PURCHASE REQUEST (RX) POLICY**

1. PURPOSE

Purchase Request (RX) are used to request that a purchase order be generated for purchases in excess of LPO limits (\$1,000.00) and/or for purchases that are not allowed on LPO's. Pre-numbered RX forms are available from Printing Services. If you choose to use the RX form on the Purchasing website, you must also attach an original RX document. The only RX forms currently authorized are those numbered 20,000 and above.

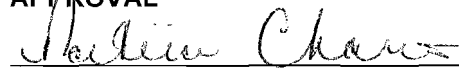
2. POLICY

- A. New vendors must complete a vendor application, W-9 and Conflict of Interest Statement prior to a Purchase Order being issued.
- B. In accordance with the directives as outlined in Chapter 5, Section 2, of the NSHE Board of Regents *Procedures and Guidelines Manual*, Purchase Request (RX) orders totaling less than \$25,000 require one (1) written price quote less than 30 days old.
 - 1) Orders totaling from \$25,000 to \$50,000 require two (2) written price quotes less than 30 days old.
 - 2) Orders totaling \$50,000 or more will be offered for competitive bid. Contact the CSN Purchasing Department for instructions. The CSN Purchasing Department is the only department authorized to issue a competitive bid on behalf of the College.
 - 3) Capital Construction contracts in excess of \$25,000, but less than \$100,000 require three written quotations from responsible bidders. Contact CSN Purchasing Department for instructions on Capital Construction Contracts.
- C. Each accounting line used must have an authorized signer approve the expenditure. Certain items require commodity approval. Please reference the CSN *Commodity Approval Policy*.
- D. If the Purchase Order is for payment to an individual for services provided, an Independent Contractors Agreement must be attached to the purchase order. Please reference the CSN *Independent Contractor Agreement Policy*.
- E. If other documents such as Hosting checklists are needed, those documents must be attached. Please reference the CSN *Hosting Policy*.
- F. Purchasing department will require three (3) working days after receipt of a completed, properly executed and approved Purchase Request form (RX) to issue a Purchase Order (PO) to the selected vendor.
- G. The Purchase Request form (RX) cannot be faxed, emailed, or in any form transmitted to any vendor. It is not a purchase order.

Purchase Request (RX) Policy

- H. Any grant funded purchase or contract over \$25,000 must ensure that the vendor is not on the Federal Excluded Parties List System.
- I. The use of RX's on State (8103) or other appropriated funds including grants with June 30th year end dates will be "cut-off" by the first Friday of April unless other communication is made by the Financial Services Department.
- J. All PO's on State funds must be closed, that is items received and paid, by June 30th of each year.
- K. PO's on non-state funds must be closed, that is items received and paid, by August 31st of each year.

3. **APPROVAL**



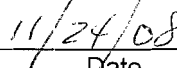
Patricia Charlton, Sr. Vice President, Finance & Facilities



Date




Michael D. Richards, President

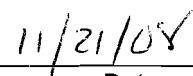


Date

Reviewed by Faculty Senate:



Sondra Cosgrove, Faculty Senate Chair



Date