

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
210**

PURCHASING, RECEIVING AND PAYMENT

Supersedes: AR 210 (Temporary, 01/15/10); 02/12/10; (Temporary, 02/13/17)
Effective Date: 03/07/17

AUTHORITY: NRS 209.131, Chapter 333, 414.0345, 616A.310; NAC Chapter 333; State Administrative Manual (SAM) Chapter 1500

PURPOSE: The purpose of the Purchasing, Receiving, and Payment AR is to establish a framework to be applied in compliance with the relevant legislation and policies under which the Department is bound, and to maximize the benefits to the Department that can be delivered through an effective and efficient procurement process.

RESPONSIBILITY

The Deputy Director of Support Services is responsible to ensure the management and administration of fiscal and contract policies.

Business Managers are responsible to review all Stores Requisitions based on the needs of the institution/facility/division/program and the legislatively-approved budget, ensure completeness of the purchase request, and the request is made in compliance with state regulations and Department policies and procedures.

The Fiscal Services Budget Section is responsible to review and approve, or deny, the purchase requests based on the availability of appropriate funds.

The Purchasing Division is responsible to review approved Stores Requisitions and issue Purchase Orders (PO) for requests that are in compliance with state regulations and Department policies and procedures as they pertain to Purchasing. Purchasing will close POs once the goods/services have been received by the institution/facility/division, and forward the appropriate paperwork to the Fiscal Services Accounting Section for payment.

Fiscal Services Accounting Section is responsible to ensure timely, accurate payment for goods/services received upon receipt of all the appropriate documents to support the completion and payment of a transaction.

210.01 STORES REQUISITIONS

1. A Stores Requisition (SR) form (DOC-520E) must be initiated by each institution/facility/division for all purchases of goods/services.
2. All SRs should be properly completed. Failure to properly complete the SR form will result in the document being returned to the Business Manager/designee. Confirming vendor quotation should be attached to the SR, where applicable.
3. All SRs should have two (2) signatures authorizing the request: one (1) from the Business Manager/designee and one (1) from the Fiscal Services Budget Division.
4. Pursuant to NRS 333.810, failure to comply with state regulations for the approval of good or services may result in the individual being held personally liable for the payment of the good/services, and the contract shall be void.
 - A. The Business Manager has the responsibility to know if funds for the purchase of any goods/services are available and which goods/services were legislatively approved for purchase in each fiscal year.
5. It is the Business Manager's responsibility to track the warranty for every piece of equipment assigned to the institution/facility/division, including warranties for building systems such as boilers, HVAC units, etc. and to clearly indicate on the Store Requisition if there is warranty coverage for the expenditure the NDOC is to incur and provide all information as to the filing a claim for the reimbursement to recoup the costs.
6. SRs may not be submitted for more than three (3) months of goods/services unless approved by the Chief or Assistant Chief of Fiscal Services.

210.02 PURCHASE ORDERS

1. Purchase requests must be submitted to the Purchasing Division on the SR form.
2. Drawdown Purchase Orders (POs) are authorized for a period of time, not to exceed one (1) fiscal year, as determined by the Business Manager and Fiscal Services Budget Section.
3. The Chief/Assistant Chief of Fiscal Services, Chief of Purchasing & Inmate Services and Budget Analysts may cancel a PO if, in their judgment, the PO is no longer required upon confirmation from the Business Manager that the goods/services have not been received.
4. Once canceled, a PO may not be reissued.

210.03 SERVICES

1. The services of independent contractors may be requested for a PO in accordance with the scope of work and dollar limits as set forth in the SAM §1552.0.
2. The following terms and conditions must be attached to all services purchased with a PO:
 - A. Vendor must provide information about any applicable warranty(ies) for the service(s) provided.
 - B. Vendor will not receive payment until the Department has verified the work as satisfactory, or based on the contracted schedule.
 - C. Vendor must provide proof of Nevada Workers' Compensation Insurance before commencing work. Sole proprietors as defined under NRS 616A.310 may reject Workers' Compensation Insurance coverage by providing an Affidavit of Rejection of Coverage per SAM 516.0.
 - D. The scope of work must be attached to the Purchase Order.
3. If the dollar amount and scope of work exceed the limits allowed on a PO per SAM 1552.0, a service contract is required in accordance with AR 212.

210.04 RECEIVING AND PAYMENT

1. Receivers must be completed for all goods/services received by the Department and sent to the Purchasing Division timely to ensure payment is made to the vendors within five working days in accordance with NRS 333.460. A valid receiver includes a clear detail of all goods/services received, a legible staff name and received date. Faxed/scanned copies of the receivers are acceptable.
2. The Purchasing Division will forward the appropriate paperwork to the Fiscal Services Accounting Section to process the payment.

210.05 EMERGENCY PURCHASES

1. Emergency purchases are those necessary to protect the health or safety of inmates, staff or the institution itself as defined in NRS 414.0345 and NAC 333.114.
2. All emergency purchases must be requested on a SR and should be signed by the Deputy Director, Warden, Division Head or Business Manager.

3. Justification detailing the circumstances leading to the emergency purchase must be attached to the SR as documentation of the emergency. No emergency purchases will be processed by the Purchasing Division without detailed justification.

APPLICABILITY

1. This regulation requires an Operational Procedure for the Support Services Division.
2. This regulation requires an internal audit, as part of the annual review of internal controls pursuant to SAM 2418.0.

REFERENCES

ACA Standards 4-4028, 4-4029, 4-4031, 4-4032, 4-4038 and 4-4041


James Dzurenda, Director

3/7/17
Date