



Nevada Department Of Corrections

Administrative Regulation Control Sheet

AR Number:	AR 210
AR Title:	Purchasing, Receiving and Payment

AR Revision History

Revision Details	Effective Date
This AR was reviewed by the Subject Matter Expert and it was determined that no changes are required as of this date.	04/28/14
No Additional revisions beyond this line.	---



Director



Date

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
210**

PURCHASING, RECEIVING AND PAYMENT

Supersedes: AR 210 (Temporary, 01/15/10)
Effective Date: 02/12/10

AUTHORITY: NRS 209.131; 333.010; NAC 333.010; SAM 1500

RESPONSIBILITY

It is the responsibility of all supervisors to review all Stores Requisition requests to ensure compliance with NRS and NAC chapters 333, the *State Administrative Manual*, and Nevada Department of Corrections (NDOC) regulations, policies and procedures.

It is the responsibility of the Fiscal Services Division to review and approve, or deny, Stores Requisition requests by verifying Legislative approval to purchase the goods/services, the appropriateness of the request, and the availability of funds for the purchase.

It is the responsibility of Central Purchasing to initiate the Purchase Order process after receiving an approved Stores Requisition, and to close the Purchase Order once the goods/services have been received by the institution.

It is the responsibility of the Accounting Section to ensure timely, accurate payment for goods/services received consistent with receiving all the appropriate documents to support the completion and payment of a transaction.

210.01 STORES REQUISITIONS

1. A Stores Requisition (SR) form DOC-520, must be initiated by each institution 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 sender. Confirming vendor quotation should be attached to the SR, where applicable.
3. All SRs should have three signatures authorizing the request: one from the individual requesting the goods/services; one from the institution's Business Manager/designee; and the final signature from the Fiscal Services section in Central Office.

4. Failure to submit an SR and obtain proper signatures prior to the purchase of goods/services is considered an illegal purchase. The individual responsible for an illegal purchase may be held personally liable for payment of the goods/services (NRS 333.810).

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 warranties for every piece of equipment assigned to their institution, 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 worth of goods/services unless approved by the Chief or Assistant Chief of Fiscal Services.

210.02 PURCHASE ORDERS

1. Purchase Order (PO) requests must be submitted to Central Purchasing on the SR form. There will be no "walk-through" Pos issued by Central Purchasing except for emergencies as defined in Section 210.05.

2. Drawdown POs are authorized for a maximum of three (3) months. If drawdowns must be open longer than three months, the Chief or Assistant Chief of Fiscal Services must approve.

3. The Chiefs of Fiscal Services and Purchasing, the Assistant Chief of Fiscal Services, and Budget Analysts may cancel any PO if, in their judgment, the PO is no longer required or if no funds are encumbered within 60 days from the date the PO was issued and discussions with the institution's Business Manager do not provide a valid reason to leave the PO open.

4. Once canceled, a PO may not be reissued.

210.03 SERVICES

1. The services of independent contractors may be requested on a Purchase Order in accordance with the scope of work and dollar limits as set forth in the State Administrative Manual §1552.0.

2. The following terms and conditions must be attached to all services purchased with a Purchase Order:

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.

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 (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 Purchase Order per SAM 1552.0, a Contract Request Form DOC-555 must be used.

210.04 RECEIVING

1. A Receiver must be completed for all goods/services delivered to or received by the Department and forwarded to Central Purchasing with 24 hours of receipt. A valid receiver includes a clear detail of all items received and a legible authorized receiving signature and date. Faxed copies of the Receiver are acceptable.

210.05 EMERGENCY PURCHASES

1. Emergency purchases are those necessary to protect the health or safety of inmates, staff or the institution itself (NRS 414.0345, NAC 333.114).

2. All emergency purchases must be requested on a Stores Requisition form and should be signed by the institution's Business Manager, Warden or an Associate Warden.

3. A supplemental justification memorandum detailing the circumstances leading to the emergency purchase must be attached to the SR as documentation of the emergency. No emergency purchases will be approved without supplemental justification.

APPLICABILITY

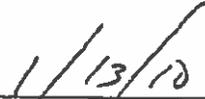
1. This regulation requires an Operational Procedure for the Support Services Division.

2. This regulation requires an audit as part of the annual review of internal controls pursuant to SAM 2418.0.

REFERENCES: State Administrative Manual § 1552.0 and 516.0
NRS 333.810, 414.0345, and 616A.310
NAC 333.114



Howard Skolnik, Director



Date