

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
210**

PURCHASING, RECEIVING, AND PAYMENT

Supersedes: AR 210 (05/08/08)

Effective date: 11/14/08

AUTHORITY: NRS 209.131; 209.391; NRS Chapter 333; NAC Chapter 333; SAM 300; SAM 1500

RESPONSIBILITY

All supervisors are responsible to review all Stores Requisition requests to ensure compliance with NRS and NAC chapters 333, the *State Administrative Manual*, and NDOC regulations, policies, and procedures.

The Fiscal Services Division is responsible 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.

Central Purchasing is responsible 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.

The Accounting Section is responsible to ensure timely, accurate payment for goods/services received.

The Deputy Director for Industrial Programs is responsible to develop procedures for purchasing, receiving, and payment for Prison Industries.

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.
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 a 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 is responsible 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. The Business Manager is responsible to track warranties for every piece of equipment assigned to their institution, including warranties for building systems such as boilers, HVAC units, etc.
6. SRs may not be submitted for more than three (3) months worth of goods/services.

210.02 PURCHASE ORDERS

1. Purchase Order 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. Independent contractor services 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\warranties 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. If the purchase order is cancelled, the Business Manager will be notified of the cancellation and the reason for the cancellation within 24 hours.

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 within 24 hours of receipt. 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.

210.06 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 & 516.0,
NRS 333.810, 414.0345, & 616A.310,
NAC 333.114

Howard Skolnik, Director

Date