

Purchasing Questions and Answers

Q1. Is UNLV tax exempt?

A1. UNLV is an educational institution of the State of Nevada and is tax exempt. UNLV's Sales Tax Exemption No. is RCE-000-441. UNLV's Federal Tax ID No. is 88-6000024. You can find a completed W-9 on the Accounts Payable website. Would you like me to e-mail you the link?

http://www.unlv.edu/sites/default/files/page_files/3/UNLVW9.pdf

Q2. How does a business/individual apply to become a supplier to UNLV?

A2. Becoming a supplier to UNLV is a simple process, visit the Purchasing web-page and complete the online registration process. Would you like me to e-mail you the link?

<https://supplierregistration.purchasing.unlv.edu/>

Q3. How do I make a Purchase for my department?

A3. If the purchase is a small dollar non-recurring purchase and meets all criteria for an allowable purchase, it may be made by authorized personnel within departments through the use of the PCard (the University's purchasing card program). Typically items like books, office, and lab supplies, can be purchased in-store, by mail, phone, or Internet with a PCard. Suppliers listed under Campus Contracts should be used whenever possible.

Any service requiring the signing of a contract or agreement by the University must be submitted to the Purchasing & Contracts Department for approval. Would you like me to send you a link to the PCard manual?

http://www.unlv.edu/sites/default/files/page_files/182/PCard%20Manual_Final_Rev%205.0.pdf

Q4. What if my Purchase cannot be made using a PCard or requires a signed agreement/contract?

A4. A purchase of goods and services which cannot be made with a PCard, or requires the signature of an agreement of contract, must be made by the submission of a Purchase Requisition through MUNIS.

Q5. What is MUNIS and what is a Purchase Requisition?

A5. MUNIS is an electronic purchasing system that allows departments to enter their own requests electronically. A Purchase Requisition might also be known as an RX, which is a Purchase Request. More information about MUNIS may be found at

<https://www.unlv.edu/purchasing/faq>

Q6. Who in my department is authorized to use a PCard and/or submit Purchase Requisitions through MUNIS?

A6. Department Administrative Assistants and other administrators typically have this access.

Q7. How do I get authorization for access to the MUNIS system?

A7. The MUNIS Access/Change Application must be completed and signed by the person with signature authority over the account(s) to be used for payment. The applicant for service must have an active ACE account. Would you like me to send you the link?

<https://www.unlv.edu/purchasing/munis>

Q8. How do I use the MUNIS system?

A8. The user manual and training videos are located on the Purchasing & Contracts website. , It is important to note that when entering a MUNIS requisition, you must include the following:

- 1) The name of the person making the request.
- 2) The Fund, Agency, Organization, Object and Sub-Object code to identify from which account the payment is to be issued.
- 3) The suggested vendor (the Purchasing & Contracts Department has the final authority for selection of the vendor.
- 4) A detailed description of the goods/services to be purchased. This should include quantities and units of measure (if applicable).
- 5) All quotations that the department might have obtained.
- 6) Date to be delivered or needed by
- 7) Special handling requirements (if there are any)
- 8) Competitive Exception Documentation (if needed)

Would you like me to send you the link?

<https://www.unlv.edu/purchasing/munis>

Q9. How can I use a specific vendor without getting multiple quotes?

A9. Competition for the purchase of equipment, supplies, or services may be waived via a justified Competitive Exception. . It is strongly suggested that departments contact Purchasing to assist them prior to submitting their Competitive Exception documentation. Construction

projects must follow the applicable requirements of NRS Chapter 338 and are therefore ineligible for a Competitive Exception.

Q10. What would be a valid reason to request a competitive exception?

A10. The following are examples of why a competitive exemption might be requested:

- 1) Prototype (test purposes)
- 2) Only Approved Source
- 3) Professional Expertise
- 4) Donor Specific
- 5) Vendor Qualifications
- 6) Grant Specific
- 7) Compatibility
- 8) Proprietary
- 9) Standardization
- 10) Qualified Products List
- 11) Follow-up Work
- 12) Used Equipment*; Auction, closeout, Bankruptcy, or Similar*
- 13) Emergency*

*Must be approved by the Purchasing & Contracts Department as well as the Senior VP for Finance and Business.

Q11. Do I always need to get written quotes for purchase requests?

A11. Yes, however the number of quotes vary by type and dollar thresholds. The following thresholds apply to single or combined purchases within a 12 month period.

Purchases of Equipment, Supplies and Services, Less than \$25,000:
One written quote is required.

Purchases of Equipment, Supplies and Services, \$25,000 or More but Less than \$50,000:
A minimum of two written quotes are required.

Purchases of Equipment, Supplies and Services, \$50,000 or More:
A Formal Solicitation processed by the Purchasing & Contracts Department is required. The requesting department will assist the Purchasing & Contracts Department in developing specifications and a list of potential vendors.

Purchases of Personal, Professional and Consultant Services, Less than \$25,000:
One written informal proposal is required.

Purchases of Personal, Professional, and Consultant Services, More than \$25,000, but Less than \$50,000:

At least two informal proposals are required. The informal proposals (usually solicited by the Department) along with a summary of the reasons why one proposal was selected over the other must be submitted with the requisition. The summary would include criteria evaluated such as cost, experience, approach, team proposed, etc. If two informal proposals cannot be obtained, documentation showing vendors contacted but not offering informal proposals, or an explanation of why informal proposals were not obtained, must be submitted with the requisition.

Purchases of Personal, Professional, and Consultant Services, More than \$50,000, but Less than \$75,000:

At least three informal proposals are required. The informal proposals (usually solicited by the Department) along with a summary of the reasons why one proposal was selected over the others must be submitted with the requisition. The summary would include criteria evaluated such as cost, experience, approach, team proposed, etc. If three informal proposals cannot be obtained, documentation showing vendors contacted but not offering informal proposals, or an explanation of why informal proposals were not obtained, must be submitted with the requisition.

Purchase of Personal, Professional, and Consultant Services, \$75,000 or More:

A formal solicitation processed by the Purchasing & Contracts Department is required. The requesting department will assist the Purchasing & Contracts Department in developing a scope of work and a list of potential vendors.

Purchase of Construction, \$25,000 or less:

One written quote is required.

Purchase of Construction, More than \$25,000, Less than \$100,000:

At least three informal written quotes are required. The price quotations shall be submitted on the institution's Invitation to Quote Form and submitted with the requisition. If three quotations cannot be obtained, documentation showing vendors contacted but not offering price quotations, or an explanation of why price quotations were not obtained, must be submitted with the requisition.

It is strongly suggested that departments coordinate their requirements with the Planning and Construction or the Facilities Maintenance departments before submitting their requisitions to Purchasing. All informal solicitations for construction (\$100,000 or less) must be submitted by vendors on UNLV's Invitation to Quote Form. The form provides a scope of work requested and the institution's terms and conditions required for award from UNLV and provides for pricing submittal information from the vendor. The form is then incorporated and referenced on the purchase order when issued to successful vendor.

All construction related purchases require commodity approval from either; Planning and Construction, or the Facilities Management departments prior to Purchasing receiving the

requisition for processing. This process is automated when a Construction related Commodity Code is entered on a Requisition.

Q12. Are there different types of Purchase Orders?

A12. For standard (specific) purchases, a Requisition is converted into a PO. The PO is emailed to the requested department & vendor. The requester should review the PO to ensure the order is correct and must contact their Buyer immediately to resolve any questions or issues contained in the PO. The Buyer's name is located on the bottom left corner of the PO.

Open-ended purchase orders may be requested for monthly orders such as utilities, partial shipments or partial performance of services. Open-ended PO's will be closed at the end of each Fiscal Year and need to be requested each Fiscal Year as needed. These should not be carried over from Fiscal Year to Fiscal Year. These reduce the paperwork necessary to process an individual purchase order for each separate delivery.

Q13. What is a Payment Voucher?

A13. The Payment Voucher is a standard form used to authorize Accounts Payable to make payments for purchases of goods and services which are excluded from general purchasing requirements. These include certain payments to vendors, reimbursements, or replenishment of an authorized petty cash fund.

Q14. When should I use a Payment Voucher?

A14. Before processing a payment voucher please review other purchasing methods available to ensure Purchasing Policies and Procedures are followed:

- 1) Requisition/Purchase Order - All contractual or service purchases must go through the requisition/purchase order method.
- 2) P-Card or requisition/purchase order method for small dollar purchases of goods. These methods may also be used for lodging, airfare, and vehicle rental.
- 3) Petty cash for small reimbursements.

Q15. What is a legitimate use of a Payment Voucher?

A15. Legitimate uses of a payment voucher are as follows:

- 1) Memberships, dues, subscriptions, licenses, royalty/patent, permit, and accreditation fees
- 2) Agency account (Agency code 2776) disbursements
- 3) Grant sub-award payments
- 4) Host fund individual reimbursements and petty cash replenishment
- 5) Candidate reimbursements, Conference registrations, Prepaid lodging
- 6) Board of Regents, Clark County School District, Adjunct Professors
- 7) Other reimbursements: consult the Accounts Payable department

8) Utilities

Q16. Can I sign a supply agreement or contract on behalf of UNLV?

A16. DO NOT SIGN any contract before contacting Purchasing for guidance. It is the responsibility of the Purchasing & Contracts Department to process the execution of purchasing related contracts for the University. Departments should contact Purchasing if they are aware that a signed contract is required. As the contracting officer, the Chancellor has delegated signature authority to only a few people at the University.

Note: Individuals who do not have authority to sign contracts, but do so anyway, may find that they could be held personally liable for the contract and subject to discipline, up to and including termination.

Q17. I have an online order form with terms stated, is that a contract?

A17. Any agreement between two or more people that is enforceable by law is a contract regardless of the heading. It can be a formal written agreement, in an email, online, or in an order form. Any purchase document that has terms and conditions stated should be sent to purchasing for review. For more information see the purchasing website and Contracts and Purchasing FAQ. Would you like me to send you the link?

<https://www.unlv.edu/purchasing>