**PURCHASE REQUISITION WORKSHEET FORM INSTRUCTIONS**

Forms are available on the GBC Controller’s website at: <http://www.gbcnv.edu/facstaff.html>

**NOTE: All requisitions must be typewritten**

**DEPARTMENTAL INFORMATION**

* **REQUISITION NO.**: The Agency and Organization Numbers of the account number that the order is going to be charged to.
* **RESPONSIBLE PERSON:** The name of the person responsible for the order.
* **RESPONSIBLE AGENCY/ORG:** Agency/Organization responsible for the requisition.
* **REQUESTED BY:** Person initiating the requisition (first and last name). If there are questions, this person will be contacted.
* **PHONE:** Phone number of the person initiating the requisition.
* **DELIVERY BLDG./ROOM NO.:** Building and room where the requisitioned material should be delivered. (Enter the SHIP Code for your department per attached list.)
* **SUGGESTED VENDOR NAME/CODE:** Complete name of vendor and vendor code (if known).
* **ADDRESS:** Vendor’s complete address.
* **REQUESTED DELIVERY DATE:** Requested date material is needed. Must be a date. Do not use “ASAP” OR “RUSH”.
* **REQUISITION DATE**: Date the Department types the requisition.
* **VENDOR CONTACT/PHONE:** Type in if known or relevant.

**ACCOUNTING DISTRIBUTION**

* **FUND, AGENCY, ORGN:** The account number(s) that will be charged.
* **OBJ, SUB-OBJ:** Valid object code as per attached Object/Sub-object Code list.
* **JOB#:** Optional
* **TOTAL EXPENDITURE:** Total for each accounting line.
* **TOTAL:** Total of all accounting lines.
* **FEDERAL FUNDS:** Indicate Yes or No. **GRANT/CONTRACT NO:** Enter number if applicable.

**COMMODITY INFORMATION**

* **QUANTITY/UNIT:** Specific amount and unit to be ordered (i.e., 2 each, 4 dozen, 6 feet, etc.)
* **COMMODITY CODE:** Code that best describes purchase being made as per attached listing.
* **UNIT COST:** The cost for each item.
* **EXTENDED COST:** The cost for the entire quantity of the same item.
* **ACCT REF:** Use when a specific commodity line must be expensed from a specific accounting line. Refers back to the Accounting Line(s) above.
* **TEXT:** For BCN Purchasing Department use only.
* **DESCRIPTION:** Description of item being ordered; include manufacturer and part number, if known.
* **TOTAL:** Total cost of items ordered. This line must equal the total accounting line.

**AUTHORIZED SIGNATURE:** Person authorized to sign on the account.

**OTHER REQUIRED APPROVALS:** Other signature/approval as may be required.

**SUBMITTAL OF PURCHASE REQUISITIONS**:

1. Original to Controller’s Office with required number of quotes.
2. Make and keep a Department Copy

**RX ADDITIONAL INFORMATION**

**Unique 4-Digit Number** – Must be unique. Some departments use the support staff’s initials and then a number and keep a log for the RXs.

*For example* an RX using the Admissions and Records account: (Agency) 040 (Orgn) 2000 (Unique #) YS03.

There cannot be another RX submitted with the same entire RX number.

**Quotes must match RX** – Quantity and amounts on the RX must match the quote. Quotes showing a certain quantity of an item with the RX showing the quantity more or less may create a problem especially if freight charges are involved.

**Quotes do not include all items being ordered** – Some quotes are only partial quotes of some of the items needed which may be due to the vendor not having the other items.

The quotes need to be for the exact items, like for like with the same components/features.

**Insufficient time allowed for processing** – When the delivery date is only a few days after the Controller’s Office receives the RX for processing.

The Controller’s Office and BCN Purchasing cannot always “drop everything” to process the RX and purchase order. The requesting department must take into consideration that the purchase order has to be sent to BCN Purchasing to issue the purchase order. They handle other campuses besides GBC.

# BASIC PURCHASING PROCEDURES

For all acquisitions of goods or services, the dollar value of a purchase, either actual or estimated, shall determine the specific procedure to be followed. Regardless of dollar amount, all acquisitions of goods and services must be preceded or accompanied by a valid purchase document.

1. Small Dollar Purchases (less than $2,000): Purchases of supplies and services, up to $2,000, shall be made using the most effective and efficient means available, while maintaining adherence to basic purchasing policies. These methods include petty cash, Departmental Purchase Orders (DPO’s), purchasing cards (P-card), and blanket purchase orders. Purchases that include host items such as meals and refreshments or gifts can only be charged to host accounts and must be approved prior to purchase by the appropriate Vice President or Senior Administrator. (See restrictions described in detail below).

1. Purchases of $2,000 to $24,999: Purchase orders for the acquisition of goods and services $2,000 or more are issued only by BCN Purchasing following submittal of a properly approved and funded requisition. Purchases in this range must be documented with a quotation or price list from the recommended supplier.
2. Purchases of $25,000 to $49,999: Purchases of goods and services in this range require quotations from two or more responsible vendors before a purchase order will be issued.
3. Purchases over $50,000: Purchases of supplies, equipment, and services, other than capital construction, valued at $50,000 or more, will be awarded after BCN Purchasing completes a formal bid process. The formal bid threshold for capital construction is $100,000.
4. If your order contains more than ten line items, indicate, “see attached quote” in the description agency in the commodity information agency and attach the quote.
5. If your requisition has ten items or less, they must be typed on individual lines and the quote should still be attached.
6. If the requisition is for work being done on GBC property, a current “Certificate of Liability Insurance” for general and auto liability and workers compensation showing “Board of Regents, and Nevada System of Higher Education on behalf of Great Basin College as additional insured”, must also accompany the requisition. (Janitorial services, construction, surveying, furniture and installation are some examples.) **No work should be performed on GBC property until a PO has been issued and all insurance certificates are on file.** If no current insurance certificates are on file, BCN Purchasing will request them.
7. Turn in the Requisition with required quotes, current certificates of insurance and workman’s compensation insurance to the Controller’s Office for processing. If no current insurance certificates are on file, BCN Purchasing will request them.

COMMODITY ASSIGNMENT CODES

**A** Agricultural/Animals/Veterinary

**B** Construction/Remodeling/Architecture

**BPO**\*\*\*Blanket Purchase Order\*\*\*

**C** Computers/Networks/Telecomm/AV/Copiers/Fax

**F** Furniture & Interior Design

**FREIGHT** Freight

**G** Physical Plant/B&G Maintenance

**I** Instructional/Art/Music/Theatre

**L** Laboratory/Scientific/Engineering/Mining/Research

**M** Medical/Dental/Public Health

**P** Printing

**Q** Special Events/Hosting/Travel Events/Moving

**R** Resale/Stores/Warehousing & Moving

**T** Vehicles/Licensing/Insurance/Safety/Secur/Haz Mat

**U** Uniforms/Clothing

**W** Athletics/Recreation/Planetarium

**X** Administration/Business/Office/Legal/Banking

**Z** Contract/Leases/Projects

Object/Sub-object Codes

**30-B1 LIVESTOCK PURCHASE**

**30-B2 LIVESTOCK FEED**

**30-B3 AGRICULTURE SUPPLIES**

**30-B7 ANIMAL CARE EXPENSE**

**30-C1 COMPUTER UPGRADE/REPAIR EXP**

**30-DE DEPRECIATION – EQUIPMENT**

**30-FB EQUIPMENT FABRICATION**

**30-F1 NRA ROYALTIES**

**30-F2 NRA PERSONAL SVCS INDEPENDENT**

**30-F3 NRA PERSONAL SVCS DEPENDENT**

**30-F4 NRA TEACHING COMPENSATION**

**30-F5 NRA ARTIST/ATHLETE EARNINGS**

**30-F7 NRA OTHER INCOME**

**30-G1 GRAPHIC DESIGN SERVICE**

**30-L1 INTERLIBRARY LOAN EXPENSE**

**30-L3 RESEARCH LAB TEST/ANALYSIS**

**30-M1 ROYALTIES**

**30-M2 VISA/MC SERVICE CHARGE**

**30-NT OTHER CONSLT EXP – NON-TAXABLE**

**30-PC PURCHASING CARD CHARGES**

**30-R1 O&M-MAJOR REPAIRS & MAINTENANCE**

**30-R2 O&M-MINOR REPAIRS & MAINTENANCE**

**30-SE SENSITIVE EQUIP NON-INVENTORY**

**30-V1 VEHICLE REGISTRATION/LICENSE**

**30-V2 DELIVERY VEHICLE EXPENSE**

**30-V3 PARKING EXPENSE**

**30-W1 LEGAL EXPENSE**

**30-04 SUPPLIES-COMPUTER**

**30-06 SUPPLIES-FIELD**

* 1. **SUPPLIES-INSTRUCTIONAL**

**30-11 SUPPLIES-LAB**

* 1. **SUPPLIES-OFFICE**
	2. **SUPPLIES-OTHER**

**30-15 SUPPLIES-SMALL TOOLS/HARDWARE**

* 1. **NON-INVENTORY EQUIP/FURNITURE**
	2. **GRANT EQUIP/NO INDIRECT COST(> $500)**
	3. **CONSULTNT/INDEP CONTRCTR FEES**
	4. **OTHER CONSULTANT/IND CON EXP**
	5. **OTHER PERSONAL SERVICE EXPENSE**
	6. **STUDENT TEAM TRAVEL**
	7. **FIELD TRIP EXPENSE**
	8. **REGISTRATION/CONFERENCE FEES**
	9. **TRAINING EXPENSE**
	10. **SECURITY EXPENSE**

**30-30 POSTAGE**

* 1. **FREIGHT/DELIVERY EXPENSE**
	2. **BOOKS/PUBLICATIONS/SUBSCRIPTIONS**
	3. **INSURANCE/GENERAL**
	4. **INSURANCE/SPECIAL PURPOSE**
	5. **INTEREST EXPENSE**
	6. **ADMINISTRATIVE EXPENSE**
	7. **ADVERTISING**
	8. **HOST EXPENSE**
	9. **INSTITUTIONAL MEMBERSHIPS**
	10. **COMPUTER SOFTWARE/LICENSES**
	11. **COMPUTER TIME**

**30-47 UNIFORMS**

* 1. **INTERVIEW EXPENSE**
	2. **MOVING EXPENSE**
	3. **ROOM & BOARD**
	4. **AUDIO/VISUAL EXPENSE**
	5. **LAUNDRY/DRY CLEANING**
	6. **O&M/FIRE SUPPRESSION**
	7. **OPERATION & MAINT EXPENSE**
	8. **LAB TEST/ANALYSIS**
	9. **DISPOSAL OF HAZARDOUS WASTE**
	10. **REPAIRS/MAINT-EQUIPMENT**
	11. **REPAIRS/MAINT-VEHICLES**
	12. **REPAIRS/MAINT-OTHER**
	13. **MAINTENANCE AGREEMENTS**
	14. **RENT-EQUIPMENT**
	15. **RENT-FACILITIES**
	16. **RENT-OTHER**

**30-74 COPY/BINDING EXPENSE**

* 1. **PRINTING EXPENSE**
	2. **GRANT-IN-AID/TUITION & FEES**
	3. **PROFESSIONAL DEV/TUITION FEES**
	4. **PRIZES & AWARDS**
	5. **TELEPHONE INSTALLATION**
	6. **TELEPHONE RENTAL/LINE CHARGES**
	7. **TELEPHONE TOLL/LONG DIST CHRGS**
	8. **UTILITIES-ELECTRIC POWER**
	9. **UTILITIES-HEATING OIL**
	10. **UTILITIES-NATURAL GAS**
	11. **UTILITIES-SANITATION COLLECTION**
	12. **UTILITIES-SEWER SERVICE**
	13. **UTILITIES-WATER**
	14. **GASOLINE & OIL**
	15. **COST OF EDUCATION ALLOWANCE**
	16. **COST OF GOODS FOR RESALE**
	17. **STUDENT ACTIVITIES**
	18. **MEDICAL SERVICES**

**“60” CODES**

**(FOR SINGLE ITEMS EXCEEDING $5,000)**

**60-BT EQUIPMENT BETTERMENTS**

**60-FB EQUIPMENT FABRICATION**

**60-NC EQUIPMENT NON-CAPITALIZED**

* 1. **AUDIO VISUAL**
	2. **COMPUTER**
	3. **FABRICATED FOR CAPITALIZATION**
	4. **FABRICATED FOR RESALE**
	5. **FARM**
	6. **FURNITURE-INSTRUCTIONAL**
	7. **FURNITURE-OFFICE**
	8. **FURNITURE-DORMITORY**
	9. **GRAPHIC**
	10. **INSTRUCTIONAL**
	11. **LAB/MEDICAL**
	12. **LIBRARY SHELVING**
	13. **MOTOR VEHICLES**
	14. **OFFICE**
	15. **PHOTOGRAPHIC**
	16. **RADIO**
	17. **MAINTENANCE EQUIPMENT, GRNDS**
	18. **MAINTENANCE EQUIPMENT, BLDGS**
	19. **INDUSTRIAL EQUIPMENT, SHOP**
	20. **FIELD EQUIPMENT**
	21. **FOOD SERVICE EQUIPMENT**
	22. **REC/ATHLETIC EQUIPMENT**
	23. **MUSICAL INSTRUMENTS**
	24. **RESEARCH EQUIPMENT**
	25. **ITFS EQUIPMENT**
	26. **VIDEO EQUIPMENT**
	27. **TRANSLATOR EQUIPMENT**
	28. **BROADCAST EQUIPMENT**
	29. **UNITE EQUIPMENT**
	30. **FIREARMS**
	31. **THEATRICAL EQUIPMENT**
	32. **DATA TAPES/SOFTWARE**
	33. **COPIER/DUPLICATOR**
	34. **CONTRACTOR BUILT EQUIPMENT**
	35. **OBJECTS OF ART**
	36. **NON-CAPITAL MISC/FREIGHT EXP**

**“61” CODES**

**(FIXED ASSET CODES/”0881” ACCOUNTS)**

* 1. **LAND ACQUISITION**
	2. **LAND IMPROVEMENTS**
	3. **BUILDING**
	4. **BUILDING IMPROVEMENTS**
	5. **ARCHITECTURE/ENGINEERING SERVICES**
	6. **INSPECTION/SURVEY FEES**
	7. **HANDICAP ACCESS**
	8. **SIDEWALK REMOVAL/RESTORATION**
	9. **HAZARDOUS MATERIAL REMOVAL/HND**
	10. **ADA SIGNAGE**

# SHIPPING CODES FOR GBC

**N01** GREAT BASIN COLLEGE

1500 COLLEGE PARKWAY

 ELKO, NV 89801

**N02** MEDIA SERVICES/LDBG HALL

**N04** CONTROLLER’S OFFICE/BERG HALL

**N05** SIS OPERATIONS/BERG HALL

**N06** FINANCIAL AID/BERG HALL

**N07** SMALL BUSINESS CENTER

**N08** NURSING DEPT/HSCI BLDG

**N09** PRESIDENT’S OFFICE/BERG HALL

**N11** STUDENT SERVICES/BERG HALL

**N12** VP OF INSTRUCTION/BERG HALL

**N14** BUILDINGS AND GROUNDS DEPT

**N15** VP OF ADMIN SVCS/BERG HALL

**N16** ABE/ESL – MODULAR

**N17** ART DEPT/GTA #122

**N18** WELDING DEPT/GTA BLDG

**N19** ANTHROPOLOGY DEPT/EIT BLDG

**N20** DIESEL DEPT/GTA #7

**N21** LIFE SCIENCES/LDBG HALL

**N22** MILL MAINTENANCE/MILL SHOP

**N23** COMP & OFFICE TECH/HTC

**N25** COT LABS/GTA

**N26** CONTINUING ED/BERG HALL

**N27** GBC LIBRARY

**N28** PHYSICAL SCIENCE/LDBG #A1

**N29** COMPUTING SERVICES/ LH #5

**N30** WINNEMUCCA CENTER

**N31** ELY CENTER

**N32** ART DEPT/MCML HALL

**N33** THEATRE

**N34** DAWSON CHILD CARE CENTER

**N35** BATTLE MOUNTAIN CENTER

**N36** MATH DEPT/LDBG HALL

**N37** FOUNDATION/MCML HALL

**N38** MOTOR POOL

**N39** HUMANITIES/SOCIAL SCIENCE – HSCI BLDG

**N41** OCCUP EDUC/GTA #110

**N42** CAREER CENTER/BERG HALL

**N43** SGA/LEONARD CENTER

**N44** FITNESS CENTER

**N46** ELECTRICAL DEPT/EIT BLDG

**N47** ARTS ANNEX – CHILTON CIRCLE

**N48** ELEMENTARY EDUC/EIT BLDG

**N50** ACADEMIC SUCCESS CTR/EIT BLDG

**N51** HIGH TECH CENTER

**N52** STUDENT HOUSING

1691 COLLEGE PARKWAY

 ELKO, NV 89801

**N53** STUDENT HOUSING

611 WALNUT STREET

 ELKO, NV 89801

**N54** GRISWOLD (HERITAGE DORMS)

735 WALNUT STREET

 ELKO, NV 89801

**N55** WNS CHILD CENTER

**N56** RURAL EMS OUTREACH/GRISWOLD HALL #147

**N57** HUMAN RESOURCES/MODULAR

**N58** SECURITY/MODULAR

**N60** INSTRUMENTATION DEPT/EIT BLDG

**N61** RADIOLOGY DEPT/H.SCIENCE BLDG

**N62** PAHRUMP VALLEY CENTER

**N64** CHILTON CIRCLE MODULAR

**N65** ENGLISH/MCML HALL

**N66** EIT BLDG/1050 CHILTON CIRCLE

**N69** LEONARD CENTER FOR STUDENT LIFE

**N70** DISTANCE EDUCATION/HTC

**N71** LAND SURVEYING/GEOMATICS – EIT BLDG

**SEE** SEE BELOW FOR SPECIAL S/H INSTRUCTIONS