

NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES (NNAMHS)

POLICY AND PROCEDURE

SUBJECT: MISCELLANEOUS PURCHASING REQUISITION POLICY

NUMBER: NN-FM-14

Page 1 of 3

ORIGINAL DATE: 10/20/2011

REVIEW/REVISE DATE: 3/21/13

APPROVAL: Cody L. Phinney Agency Director

I. PURPOSE

To ensure the appropriate completion and processing of Miscellaneous Purchasing Requisitions.

II. POLICY

All NNAMHS departments will follow the required steps in completing Miscellaneous Purchasing Requisitions. PROCEDURE

1. The Miscellaneous Requisition form is located in Desk Top Links or on SharePoint.
2. Complete the following areas:
 - a. Date of Request: The date you are completing the requisition;
 - b. Requested By: Name of the person requesting;
 - c. Authorized by: To be completed by requestor's supervisor or designee.

- d. Date Authorized: The date the supervisor or designee authorizes.
 - e. Department: Where the supplies are to be delivered.
 - f. Stock No.: Listed in the NNAMHS Supply Catalog, also located in the Desktop Links Purchasing folder.
 - g. Unit of Issue: Physical measurement of issuance, e.g., bottle, each, package, box, case, etc.
 - h. Description: Description of the item(s).
 - i. Quantity Requested: Number of each unit requested.
 - j. Vendor: List Vendor, if known, or, if you have a special quote. Purchasing requires three quotes for all miscellaneous requisitions.
 - k. Justification: Explanation of why the item or service is needed.
3. Forward the requisition as an email attachment to your supervisor or designee.
 4. The supervisor or designee will review, and if approved, complete their portion and forward as an email attachment to the Purchasing Supervisor or designee and cc: the Supply Tech I and the Supply Tech II.
 5. When the Purchasing Department receives the requisition with supervisor or designee approval, a number will be assigned to the requisition.
 6. Three quotes will be obtained for the item(s). In some cases, purchasing may request that the person requesting the item(s) get the three quotes and fax or scan them, to the Purchasing Department with the requisition.
 7. A response will be returned to both the supervisor or designee and the person requesting the item(s) with a copy of the requisition d with the requisition number.
 8. This requisition can be referred to if there are questions.
 9. The requisition (with three quotes attached) will be sent to the Administrative Services Officer (ASO), or designee, for final approval.
 - a. There may be circumstances in which three quotes will not be required such as specific trainings or purchases where there are not three vendors available.

Policy and Procedure

NN-FM-14 Purchasing Miscellaneous Requisition Policy

- b. If a "for the Good of the State" contractor (vendor) is used three quotes will not be necessary, but if desired other quotes can be requested and another vendor may be used. This is only if the vendor does not have a "Mandatory" state contract.
 - c. If the lowest quote is not used for the requisition, there will need to be justification for this written either on the requisition or on a note attached clearly stating the reason the higher priced vendor is being used. This will need to be approved by the ASO, or designee, before the order will be placed.
10. If using a State credit card, please follow all the mandated state requirements/procedures for making a purchase.