



NEVADA SYSTEM of HIGHER EDUCATION
BUSINESS CENTER NORTH - PURCHASING DEPARTMENT

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To Whom It May Concern:

In response to your request for credit information from the University of Nevada, Reno (UNR), or any of the other institutions of the Nevada System of Higher Education (NSHE), NSHE is chartered in the Nevada State constitution and is governed by an elected Board of Regents. As such, we are statutorily required to pay all legal purchase obligations. The NSHE does not provide credit information, account numbers or business references.

The NSHE, and its member institutions, follows a policy of prompt payments for properly documented and approved purchases and contracts. The NSHE strives to either make payment or dispute invoices within a timely manner (normally 30 days).

Authorized purchases of goods and/or services are confirmed only through the presentation of a purchase order, an approved contract, or an authorized procurement card (p-card). All invoices to the NSHE should reference a purchase order or contract number and should be sent to the billing address stated on the purchase order or contract. Provide the purchase order or contract number with any inquiries as to the status of payments, orders, contracts or other procurement transactions.

The NSHE is exempt from payment of:

- (1) Nevada state and local sales or use tax on purchases of tangible personal property (NRS 372.325),
 - Further, taxes of other states are not applicable if F.O.B. destination in Nevada is specified.
- (2) Personal property tax on property owned, including beneficial ownership under lease agreements, and
- (3) Federal taxes under the doctrine of intergovernmental tax immunity and under section 115 of the Internal Revenue Code.

For your information financial reports may be found at:

<https://nshe.nevada.edu/administration/finance/audit/financial-statements/>

Other pertinent information may be found at:

<http://system.nevada.edu/nshe/>

Nevada System of Higher Education Federal Identification Number: 88-6000024

Thank you for your interest in doing business with the Nevada System of Higher Education.

Sincerely,

Ray Moran, MBA, C.P.M.
Director of Purchasing

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