Date: May 28, 2019
To: Vice Presidents, Deans, Directors and Department Heads at all BCN Institutions
From: Ray Moran, Chief Procurement Officer (e-mail: rmoran@unr.edu)
Subject: Invoices Required for Down Payments, Deposits and Pre-Payments

Effective immediately, BCN Purchasing will require an invoice from the supplier or contractor for the payment of any down payment, deposit or pre-payment in conjunction with a requisition-purchase order or contract. Up to now, we have accepted quotes or contract-proposal documents as evidence of the need for an up-front payment. Such documentation lacks clear evidence of the facts and lends itself to errors and misinterpretations.

NSHE, as a rule, does not support paying in advance of delivery. Our Net-30 terms assume the supplier will accept our purchase order or properly approved contract without pre-payment. And for the vast majority of our suppliers, that is the case. In the rare instance where a deposit or pre-payment is determined to be necessary and reasonable, the amount should be negotiated to be as small as possible to minimize the risk. And once the amount of pre-payment is determined, the supplier needs to submit an invoice along with the quotation, or proposed contract. These documents, along with other necessary material should be included with a Workday requisition and submitted for approval and processing. A written explanation of the reasoning and necessity for purchasing this product under these terms, from this supplier should accompany the requisition. This will provide necessary documentation should the transaction be audited.

Purchasing Department buyers can and will assist with negotiations if necessary. Questions should be sent to bcnpurchasing@nevada.edu. Thank you.

Please post this notice and/or distribute copies to appropriate individuals.