

BCN Purchasing After-the-Fact Purchasing Violation

- Purchases that are made without following BCN Purchasing Guidelines and/or without using a Requisition and Purchase Order issued by the Purchasing Department require special review, and additional justification, documentation, and management approval.
- **Use of this form to justify purchases must be rare.** It is important to follow established procurement processes because deviating from standard University processes can create significant problems for the University, including:
 - Placing the University at financial risk and in some cases, causing personal liability for the individual making the purchase.
 - Placing the University at risk by not verifying a supplier's insurance is on file and current.
 - Placing the University at risk for reduction or denial of funding from State and Federal sources.
 - Violating the University's purchasing regulations and potentially violating state law.
 - May result in duplicate payments to the supplier, for which the department is responsible.
 - May result in higher costs for goods and services than might be available through standard competitive purchasing methods or by utilizing contracted suppliers.
 - May result in unauthorized supplier contracts with terms and conditions less favorable to the institution than those negotiated through standard purchasing processes.
 - Can lead to delayed supplier payments that can result in problems for other departments on campus that desire to place an order.
 - Creating additional and unnecessary work for administrative support staff.
- **Note: Violations of University policy may result in disciplinary or other corrective action. Individuals or campus units who submit multiple requests for approval of purchases exceeding the small purchase threshold may be required to undergo additional training or undertake other corrective action.**

Instructions:

Complete each section and provide as much information as needed to fully respond.

Department Name:	
Name of individual who placed the order with supplier:	
Supervisor:	
Date the order was placed with supplier:	
Requisition #:	
Supplier name:	
Invoice Number/Date:	
Amount Due:	
Invoice AND proof of delivery or services performed are attached.	Yes

Purchase Information:

- 1. Describe the goods or services purchased by department:**
- 2. Explain the circumstances surrounding the purchase exceeding the threshold and why the purchase was made without following competitive bidding processes or without prior approval from the Purchasing Department:**
- 3. Describe the corrective action that will be taken to prevent the problem from recurring:**

<u>Signatures/Approvals</u>	<u>Print Name</u>	<u>Signature</u>	<u>Date Approved</u>
Responsible Party			
Supervisor			
Dean (Academic only)			
Director (non-Academic only)			

For Internal Use Only:

Director of Purchasing Acknowledgement	Date
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Tips for Avoiding a Purchase in Excess of the Small Dollar Procurement Threshold:

- If you have to place an order, create the requisition right away. If you don't know the exact amount of the order, you can estimate it. If you need a purchase order in a hurry, contact the Purchasing department after creating the requisition and discuss your need to expedite the order.
 - o **"Rush" purchases:** Although the Purchasing Department tries to accommodate "rush" requests, depending on current requisition volume, all requisitions may be treated on a first-come-first served basis. Purchasing cannot guarantee a procurement process for any "rush" orders. **Purchasing's processing time for basic orders under \$50,000.00 is generally a minimum of 3-5 days, depending on work volume. Contracts, complex orders, complex sole sources, RFP's, and orders over \$50,000.00 can take a minimum of 7-45 days depending on Nevada State Law requirements, work volume, General Counsel review, Risk Management approval, and other University departmental review.** It is in your department's best interest to contact Purchasing as soon as you find out a potential order will be over \$4999.
 - o An emergency as defined by Nevada Revised Statutes is due to a danger to the public health, the safety or welfare of person(s), animal(s), the preservation or protection of property, or the continuance of a vital NSHE function. An emergency does not include failure to submit purchase request in a timely manner.
- You must arrange a payment method BEFORE placing an order. Placing an order assuming that you will be able to use a P-Card or SIR only to discover that the amount is greater than your procurement limit is unacceptable. If the purchase may exceed your P-card or SIR limit, enter a requisition and obtain a purchase order PRIOR to placing the order.

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