**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 Area and Organization Numbers of the account number that the order is going to be charged to.
* **RESPONSIBLE PERSON:** The name of the person typing the purchase requisition.
* **RESPONSIBLE AREA/ORG:** Area/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, AREA, 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

# 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 (up to $100), Departmental Purchase Orders (DPO’s), and blanket purchase orders. Purchases made with state (0101) dollars should be kept to a minimum of $500 **per item**. Purchases over $500 for one item should be charged to an equipment account. 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 V.P. (See restrictions described in detail below).

1. Purchases of $2,000 to $24,999: Purchase orders for the acquisition of goods and services over $2,000 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 area in the commodity information area 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” showing “Board of Regents, and Nevada System of Higher Education on behalf of Great Basin College as additional insured”, and “Certificate or Proof of Workman’s Compensation Insurance” 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.**
7. Turn in the Requisition with required quotes, current certificates of insurance and workman’s compensation insurance to the Controller’s Office for processing.

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. **REPAIRS/MAINT-EQUIPMENT**
  10. **REPAIRS/MAINT-VEHICLES**
  11. **REPAIRS/MAINT-OTHER**
  12. **MAINTENANCE AGREEMENTS**
  13. **RENT-EQUIPMENT**
  14. **RENT-FACILITIES**
  15. **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 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/BERG 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

**N10** CAREER CENTER/BERG HALL

**N11** STUDENT SERVICES/BERG HALL

**N12** VP OF INSTRUCTION/BERG HALL

**N13** AUTOMOTIVE DEPT/GTA #2

**N14** BUILDINGS AND GROUNDS DEPT

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

**N16** ABE/ESL – BERG HALL

**N17** ART DEPT/GTA #122

**N18** WELDING DEPT/GTA BLDG

**N19** ANTHROPOLOGY DEPT

**N20** DIESEL DEPT/GTA #7

**N21** LIFE SCIENCES/LDBG HALL

**N22** MILL MAINTENANCE/MILL SHOP

**N23** COMP & OFFICE TECH/HTC

**N24** ELECTRONICS/CONST TRADE BLDG

**N25** COT LABS/GTA

**N26** CONTINUING ED/BERG

**N27** GBC LIBRARY

**N28** PHYSICAL SCIENCE/LDBG #A1

**N29** COMPUTING SERVICES/ LH #5

**N30** WINNEMUCCA CENTER

**N31** ELY CENTER

**N32** ART DEPT/HSCI BLDG

**N33** THEATRE

**N34** DAWSON CHILD CARE CENTER

**N35** BATTLE MOUNTAIN CENTER

**N36** MATH DEPT/LDBG HALL

**N37** FOUNDATION/COMM CENTER

**N38** MOTOR POOL

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

**N40** MEDIA SERVICES/LDBG HALL

**N41** OCCUP EDUC/GTA #110

**N42** CAREER CENTER/BERG HALL

**N43** SGA/COMM CENTER

**N44** FITNESS CENTER

**N47** ARTS ANNEX – CHILTON CIRCLE

**N48** ELEMENTARY EDUC/MCML HALL

**N50** WRITING CENTER/MCML HALL

**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

**N61** RADIOLOGY DEPT

**N62** PAHRUMP VALLEY CENTER

**N63**  BROADCAST TECHNOLOGY – 1025 CHILTON CIRCLE

**N64** CHILTON CIRCLE MODULAR

**N65** ENGLISH/MCMULLEN

**N66** EIT BLDG/1050 CHILTON CIRCLE

**N67** PAHRUMP ANNEX

1541 E. BASIN AVENUE

PAHRUMP, NV 89060

**N68** CAREER CONNECTION CENTER

1541 E. BASIN AVENUE

PAHRUMP, NV 89060

**N69** LEONARD CENTER FOR STUDENT LIFE

**N70** DISTANCE EDUCATION

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