ORANGE ROUTING SHEET

This is for requesting signatures required by suppliers of goods and services to make purchases only.



STOP – YOU DO NOT NEED TO USE THIS FORM IF:

1. You are buying something and nobody has asked for a signature on a document. Just proceed with a requisition, and do not sign anything.

2. You are paying an Independent Contractor or Guest Speaker.

3. Your supplier is listed in SREG as "US – Individual, Sole Proprietor or Single Member LLC."

4. You are receiving something for free ("No cost" or "Zero dollar" contract).

5. You are purchasing or leasing real estate.

6. This is a Sponsored Project contract.

IF YOUR REQUEST FITS INTO THE CATEGORIES ABOVE, PLEASE REFER TO THE KNOWLEDGE BASE ARTICLE TO DIRECT YOUR SIGNATURE REQUEST TO THE RIGHT PLACE.

Otherwise, please continue to fill out the next two pages:

BCN PURCHASING OFFICE CONTRACT (PRELIMINARY) REVIEW SHEET – UNR

All sections must be completed or the form may be returned to the department as incomplete. For help completing the form, please contact adrielh@unr.edu with your question. **Submit this completed form with the unsigned contract in a requisition for processing – "Signature needed" should be put in the internal memo box. Do not email this to Purchasing unless it is a Pcard purchase.**

TITLE OF CONTRACT:		
NAME OF SUPPLIER:		
UNR CONTACT NAME/EMAIL:		
METHOD TO PURCHASE	☐ Requisition (Workday) or ☐ Pcard	
TOTAL FINANCIAL COMMITMENT: (count all years)	**$**	**Is this funded with any federal or grant funds?** ☐ YES ☐ NO
TERM LENGTH	☐ Under 5 yrs | ☐ Over 5 yrs | ☐ Undefined/Auto-renewal	
Is this part of another contract?	☐ YES ☐ NO	☐ If yes, attach any original and amendment contract documents
Is our correct name used within the contract and the signature block?	☐ YES ☐ NO	"Board of Regents of the Nevada System of Higher Education, on behalf of the University of Nevada, Reno"
Has your dean/director been added to the UNR signature block as "recommended by:" ?	☐ YES ☐ NO	Your dean or director will be required to review and sign the contract as "recommended by" before approval signatures can be obtained.
If this contract is over $25K, has a second quote been obtained?	☐ YES, attached ☐ NO, this purchase is exempt because _____	
Is this contract over $50K?	☐ YES ☐ NO	
	If yes, are you requesting a competitive exception to the formal solicitation process? ☐ YES ☐ NO, this purchase is exempt because _____	
Date submitted:	**Requested execution date:**	
Additional comments:		

ADDITIONAL APPROVALS – PLEASE COMPLETE & ATTACH

Contracts that are for services generally will require insurance from the supplier and approved by Risk Management. Certain types of purchases will require additional departmental review and approval, which is the responsibility of the requesting department to obtain and provide to Purchasing for verification.

Purchasing is not responsible to obtain these, but may assist the department as time permits. Purchasing is responsible to verify all required approvals are met before issuing a PO and signing a purchasing contract.

Brief description of purchase: what are you buying, and what is the purchase intended for or intended to accomplish?	
CHECK ALL THAT APPLY –	**Department responsible to obtain applicable items below:**
☐ **services on NSHE property** ☐ **remote services, including software**	**bcnrisksm@unr.edu** ☐ Risk's review/revision of contract's insurance language has been completed, attached ☐ approved certificates, attached ☐ Email from Risk stating certificates are approved, attached
☐ **software** – *any software component in a purchase, even if not the majority of the purchase, must be reviewed/approved*	**itcompliance@unr.edu** ☐ review completed with recommended status email attached **accessibility@unr.edu** / Accessibility webpage ☐ review completed & attached (approved or waiver) ***SOM only: contact Ryan Jerz to initiate IT security process***
☐ **Print** or **swag** materials with **UNR logo**	☐ MarCom Print release attached
☐ **event services/products on campus** ☐ **food truck**	**schedulingservices@unr.edu (UAM 5302)** ☐ Scheduling Services Reservation ID #: ☐ this event is not subject to Scheduling Services review:
☐ **video cameras/telecommunication devices or services***	On campus camera installation (UAM 7004): ☐ UNR PD form submitted, approval attached ☐ Quote/proposal/contract must document compliance with Section 889 and 1260H
☐ **UAV/drone*** ☐ **high performance computers** ☐ **lasers, xrays, electron microscopes** ☐ **radioactive materials**	ris@unr.edu **–** Research Integrity & Security ☐ review/approval attached ☐ ***supplier-signed attestation of NDAA 848 Compliance attached mjo@unr.edu – EH&S lasers, xrays, electron microscopes and any radioactive materials ☐ review/approval attached
☐ **travel reimbursement →**	☐ travel reimbursement provisions are compliant with UAM 1480
☐ **outside legal services →**	NSHE System Chief Counsel approval is required before a contract can be executed. Email bcnpurchasing@unr.edu for help.
☐ **physical security services OR** ☐ **lobbying**	Any physical security or lobbying services must be signed by the Chancellor. This means the contract must be routed/reviewed through UNR General Counsel/President's office, and up to the System Office. Purchasing will reach out with detailed instructions.
PURCHASING APPROVALS:	
Purchasing will review business details (supplier licenses required, registration status, etc.) These items may require further actions before a contract can be signed – and this may include escalation to the UNR General Counsel's office if NSHE/legally unacceptable terms are included in the contract.	