

PROCEDURE FOR ORDERING RADIOACTIVE MATERIALS

Revision 3-2020

ALL ORDERS FOR RADIOACTIVE MATERIALS ARE PLACED ONLY WITH THE PRIOR APPROVAL OF, AND UNDER THE DIRECTION OF, THE UNLV RADIATION SAFETY OFFICER (RSO). The following information applies to purchases made via P-CARD OR PURCHASE ORDER (PO). Note: Donated material received *gratis* must be approved by the RSO and coordinated with the UNLV Foundation PRIOR to acquisition.

The following procedure will be used when processing orders by Purchase Order.

- 1. Prior to requesting the order of radioactive material, the Authorized User shall provide to the RSO a “Letter of Authorization to Purchase Radioactive Materials.” An example is provided at the end of this document. The box indicating Purchase Order should be checked. Materials will be ordered on a standard (**one time**) PO. The Authorized User shall also submit a valid quote from the vendor. **Note: UNLV Purchasing requires all vendors to be registered in the NSHE online Self Service/Supplier Registration System before a purchase order can be processed for approval. Vendors can access this system at the following link: <https://suppliers.nevada.edu/>.** The RSO and RMS administrative staff will assist with the online registration process for vendors not in the UNLV Purchasing system.**
- 2. The RSO or Alternate RSO will verify that the order is within the limits and License conditions placed on the Authorized User. If within constraints, the RSO will submit the order to RMS administrative staff to enter into WORKDAY as a Purchase Requisition (REQ) using the “Spend Category” SC0711 to indicate Radioactive Materials. Upon completion of the data entry, the REQ will be released for Commodity Code approval to the RSO and Authorized User. The RSO will then approve the REQ; this releases the REQ for further approvals and the issuing of the Purchase Order (PO). All radioactive material orders will be processed in **WORKDAY within two working days of receipt of the “Letter of Authorization.”****

The ship-to address shall be:

**Brian Rowsell, Radiation Safety Officer
University of Nevada, Las Vegas
4505 S. Maryland Parkway
Las Vegas, Nevada, 89154**

The Bill-to Address shall be that of the UNLV Risk Management and Safety Department (Mail Stop 1042). The Bill-to address shall be entered when the request is entered into WORKDAY.

A copy of the completed PO will be sent to the RSO and a second copy will be sent to the vendor. This essentially places the order. If required and/or appropriate, the RSO will furnish the vendor a copy of the UNLV Radioactive Materials License.

The RSO will then send a copy of the PO to the Department responsible for the account number under which the order was made. This copy is necessary for the Department records.

3. Once the material has been received, the RSO, or RSO staff will deliver the package to the Authorized User with a copy of the **packing list**. This proof of delivery will complete necessary documentation of the transaction. The RSO shall retain records sufficient to ensure regulatory compliance.

The following procedure shall be used when purchases utilizing the P-Card are desired:

1. Prior to requesting the order of radioactive material, the Authorized User shall provide to the RSO a “Letter of Authorization to Purchase Radioactive Materials.” The box indicating P-Card should be checked. The Authorized User must provide a UNLV account number with sufficient funds available in the account to cover the purchases. An example is provided at the end of this document. The Authorized User shall also submit a valid quote from the vendor.

2. The RSO will verify that the order is within the authorized limits and License conditions placed on the Authorized User. If within constraints, the RSO will place the order using a P-Card designated for the purchase of radioactive materials.

3. The RSO shall reconcile his/her P-Card accounts and maintain all documents as directed by the P-Card Program.

4. Upon receipt of the ordered materials, the RSO shall attach a copy of the packing list to the P-Card documentation packet for that purchase. The RSO shall maintain P-Card records pertaining to purchases as required by the P-Card program

In both instances, it shall be the responsibility of the Authorized User to ascertain the correct product description, catalog numbers, and quantities for each order and record all information accurately on the “Letter of Authorization to Purchase Radioactive Material” including:

- * Authorized User's Name
- * University Account Number
- * Vendor and vendor information:
 - * Address,
 - * Contact numbers,
 - * Federal tax ID number
- * Item Number
- * Quantity
- * Unit
- * Nuclide
- * Activity
- * Chemical and/or Physical Form
- * Catalog or stock number
- * Special packaging instructions
- * Date requested for delivery
- * Unit Price and Total

**UNIVERSITY OF NEVADA, LAS VEGAS
RADIOLOGICAL SAFETY OFFICE
4505 MARYLAND PARKWAY - LAS VEGAS, NEVADA 89154 - (702) 895-4226**

LETTER OF AUTHORIZATION TO PURCHASE RADIOACTIVE MATERIALS

Purchase Order P-Card

This letter is to authorize the UNLV Radiological Safety Officer or UNLV Alternate Radiological Safety Officer to purchase radioactive materials required for my research or for research that I supervise.

Authorized User

(PRINT NAME)

(SIGNATURE) _____
(DATE)

Enter the Account Number in the following Blanks:

Unit: _____ Cost Center: _____
Fund: _____ Function: _____
Program/Gift/Grant _____ :

Provide the following vendor information:

Vendor Name _____
Vendor Street Address _____
City _____ State _____ Zip _____
Vendor Contact Numbers: _____ Phone _____ FAX _____
Federal Tax ID Number _____

IS THIS VENDOR IN THE UNLV PURCHASING SYSTEM? Yes No
Quote attached? Yes No

Provide the following materials information (see Continuation page 2):

Item number	_____
Quantity requested	_____
Unit	_____
Nuclide	_____
Activity	_____
Chemical and/or Physical Form	_____
Catalog or stock number	_____

Any special packaging instructions or comments:

	Date requested for delivery _____
	Unit Price \$ _____
	Total Price \$ _____

I understand that the materials that I request will be charged to the account number provided. I will ensure that sufficient funds are present to cover all charges associated with the material that I have requested including: special handling fees, hazardous waste disposal fees, applicable shipping charges, and any other fees charged by the vendor necessary to obtain the material requested.

Signature, Printed Name of Authorized User, and Date

Provide the following materials information (Continuation):

Item number _____
Quantity requested _____
Unit _____
Nuclide _____
Activity _____
Chemical and/or Physical Form _____
Catalog or stock number _____

Any special packaging instructions or comments:

Date requested for delivery: _____
Unit Price \$ _____
Total Price \$ _____

Item number _____
Quantity requested _____
Unit _____
Nuclide _____
Activity _____
Chemical and/or Physical Form _____
Catalog or stock number _____

Any special packaging instructions or comments:

Date requested for delivery: _____
Unit Price \$ _____
Total Price \$ _____

Item number _____
Quantity requested _____
Unit _____
Nuclide _____
Activity _____
Chemical and/or Physical Form _____
Catalog or stock number _____

Any special packaging instructions or comments:

Date requested for delivery: _____
Unit Price \$ _____
Total Price \$ _____