

**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**

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 For-7(S)-8(O)-2( )CID 23 >>BDC -12-8(8(e)4(ndor- 0.004 Tw [(C)-7(h)-4

**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**

**Provide the following materials information (Continuation):**

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

<b>Any special packaging instructions or comments:</b>

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

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

<b>Any special packaging instructions or comments:</b>

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

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

<b>Any special packaging instructions or comments:</b>

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