

**New Mexico Highlands University  
PAPERFLOW PROCEDURE**

**UNRESTRICTED**

**PURCHASE REQUISITIONS**

Requestor Signature  
Authorized Signature - Director  
Darlene Tapia – Compliance Check  
Special Purchases Signatures  
Purchasing

**CHECK REQUESTS (except employee travel related)**

Requestor Signature  
Authorized Signature - Director  
Purchasing – Vendor # Assignment  
Darlene Tapia – Compliance Check  
Accounts Payable

**TRAVEL REQUESTS**

Traveler  
Authorized Signature - Director  
Kristie Tapia – Compliance Check  
VP for Fin & Adm – Out of State  
Accounts Payable

**BUDGET ADJUSTMENT REQUESTS (BARs)**

Supervisor  
Eileen Bentley – Budget Approval  
Data Entry

**PETTY CASH**

Requestor Signature  
Authorized Signature- Director  
Darlene Tapia – Compliance Check  
Cashier's Office

**RESTRICTED**

**PURCHASE REQUISITIONS**

Requestor Signature  
Authorized Signature - Director  
Angela Juarez – Compliance Check  
Special Purchases Signatures  
Purchasing

**CHECK REQUESTS**

Requestor Signature  
Authorized Signature - Director  
Purchasing – Vendor # Assignment  
Angela Juarez – Compliance Check  
Accounts Payable

**TRAVEL REQUESTS**

Traveler  
Authorized Signature - Director  
Angela Juarez – Compliance Check  
VP for Fin & Adm– Out of State  
Accounts Payable

**BUDGET ADJUSTMENT REQUESTS (BARs)**

Supervisor  
Angela Juarez – Compliance Check  
Eleanor Duran – Budget Approval  
Restricted Funds Accting-Data Entry

**PETTY CASH**

Requestor Signature  
Authorized Signature  
Angela Juarez – Compliance Check  
Cashier's Office

**TRAVEL VOUCHERS SHOULD BE ROUTED DIRECTLY TO ACCOUNTS PAYABLE UNLESS THE VOUCHER IS MORE THAN THE ORIGINAL REQUEST IN WHICH CASE AN AUTHORIZED SIGNATURE IS REQUIRED.**

**INVOICES FOR TANGIBLE ITEMS SHOULD BE ROUTED TO ACCOUNTS PAYABLE.**

**IF THE ITEMS HAVE BEEN RECEIVED THRU THE CENTRAL RECEIVING DOCK A RECEIVING REPORT WILL BE IN THE SYSTEM.**

**INVOICES FOR TANGIBLE ITEMS THAT ARE NOT RECEIVED AT THE DOCK SHOULD BE ROUTED TO CENTRAL RECEIVING SO THAT A RECEIVING REPORT CAN BE CREATED.**

**INVOICES FOR SERVICES REQUIRE THE SUPERVISOR'S SIGNATURE AND AN "OK TO PAY". THIS SERVES AS THE RECEIVING REPORT FOR SERVICES.**