

**NEW MEXICO HIGHLANDS UNIVERSITY PURCHASE REQUISITION**

P.O. \_\_\_\_\_

**THIS IS NOT A PURCHASE ORDER**

**Vendor Information**

Vendor ID:  
Name & Address:

Ship to:

**BOX BELOW FOR PURCHASING ONLY**

Date \_\_\_\_\_  
Bid/Proposal/SPO/GSA \_\_\_\_\_  
Buyer/Purchasing Approval \_\_\_\_\_

15K	NSF	ATF	+50K	FD	CL	9	LGL
GR	GRF	30KAA	ITS	UR	ENT	100K	FAC

DATE:  
DEPT. NAME:  
CONTACT:  
EMAIL:

Check box if Open/Blanket PO:

	FUND	ORGANIZATION	ACCOUNT	PROGRAM	\$
ACCOUNT 1					
ACCOUNT 2					
ACCOUNT 3					
ACCOUNT 4					
NO.	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL

FUND SUPERVISOR SIGNATURE (REQUIRED) X \_\_\_\_\_  
 FUND SUPERVISOR NAME (TYPED) \_\_\_\_\_  
 GRANT MANAGER X \_\_\_\_\_

ADDITIONAL SIGNATURES:

NOTES:

**SPECIAL APPROVAL SIGNATURES**

X \_\_\_\_\_  
UNIVERSITY RELATIONS  
  
 X \_\_\_\_\_  
ITS  
  
 X \_\_\_\_\_  
FACILITIES  
  
 X \_\_\_\_\_  
VICE PRESIDENT FOR DEPT (\$15,000)

X \_\_\_\_\_  
VPAA  
  
 X \_\_\_\_\_  
VPFA  
  
 X \_\_\_\_\_  
PRESIDENT

**ALL REQUIRED DOCUMENTATION FOR THIS PURCHASE REQUISITION MUST BE ATTACHED AND SENT WITH THIS FORM  
THIS FORM IS INTENDED TO BE FILLED OUT ELECTRONICALLY**

## **LEGEND FOR SPECIAL APPROVALS**

- 15K: Requested amount is \$15,000 or over. Requires Special Approval from VP of respective area.
- NSF: Insufficient Funds. Requires Special Approval from VPFA if not doing a BAR to resolve fund shortage.
- ATF: After the Fact (Requesting PR after service or tangible has been purchased). This is a violation of NM Statutes and requires Special Approval from VPFA.
- 50K: Requested amount is \$50,000 or over. Requires Special Approval from VPFA.
- FD: Request is for Food. Requires Special Approval from VPFA.
- CL: Request is for Clothing. Requires Special Approval from VPFA.
- 9: Request is from a 9 Account. Requires Special Approval from VPFA.
- LGL: Request is for legal services. Requires Special Approval from VPFA and/or President.
- GR: Request is grant related. Requires Grant Manager Approval & Special Approval from VPAA.
- GRF: Request is for food through a Grant. Requires Grant Manager Approval & Special Approval from VPAA.
- 30KAA: Requested amount is \$30,000 or over related to Academic Affairs. Requires Special Approval from VPAA.
- ITS: Request has IT related items. Requires Special Approval from ITS.
- UR: Request is for items that involve logo usage or promotional material. Requires Special Approval from University Relations.
- 100K: Requested amount is \$100,000 or over. Requires Special Approval from President.
- ENT: Request is an Entertainment Contract. Requires Special Approval from President.
- FAC: Request is for Fire & Alarm or building modifications. Requires Special Approval from Facilities.