NEW MEXICO HIGHLANDS UNIVERSITY PURCHASE REQUISITION P.O.____________________________

THIS IS NOT A PURCHASE ORDER

Vendor Information

Vendor ID:

Vendor Name:

Vendor Address:

Ship to:

Check box if Open/Blanket PO: ☐

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:

	FUND	ORGANIZATION	ACCOUNT	PROGRAM	*$ 0.00*
FOAP 1					
FOAP 2					
FOAP 3					
FOAP 4					

NO.	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00

FUND SUPERVISOR SIGNATURE (REQUIRED) X____________________

FUND SUPERVISOR NAME (TYPED) ____________________

GRANT MANAGER X____________________

ADDITIONAL SIGNATURES:

NOTES:

SPECIAL APPROVAL SIGNATURES

X________________________
UNIVERSITY RELATIONS

X________________________
ITS

X________________________
VPAA

X________________________
FACILITIES

X________________________
VPFA

X________________________
VICE PRESIDENT FOR DEPT ($15,000)

X________________________
PRESIDENT

ALL REQUIRED DOCUMENTATION FOR THIS PURCHASE REQUISTION 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.