

NEW MEXICO HIGHLANDS UNIVERSITY

USER'S GUIDE TO

PURCHASING AND ACCOUNTS PAYABLE

PURCHASING DEPARTMENT MEMORANDUM

**MEMO TO: Users Guide to Purchasing and
Accounts Payable Manual Holders**

FROM: Purchasing Department

DATE: October 6, 1992

**SUBJECT: Revision to "User's Guide to Purchasing and Accounts
Payable"**

Attached are the latest revisions to your Users Guide to Purchasing and Accounts Payable. Please replace only the pages specified below with the attached revisions.

1. Table of Contents.
2. Policy 01, page 1 of 1.
3. Policy 03, page 1 of 2 and page 2 of 2.
4. Policy 04, page 1 of 2 and page 2 of 2.
5. Policy 05, page 1 of 2, page 2 of 2 and Petty Cash Receipt example.
6. Policy 06, page 2 of 6.
7. Policy 07, entire policy including all attachments and examples.
8. Policy 08, page 1 of 2, page 2 of 2 and Telephone Quote Sheet.
9. Policy 09, page 1 of 4 and page 4 of 4.
10. Policy 10, page 1 of 1 and Sample Purchase Order.
11. Policy 13, page 1 of 2 and page 2 of 2.
12. Policy 14, page 1 of 2, page 2 of 2 and Central Receiving Report form. Also delete from your manual the Professional Services Billing form.
13. Add Policy 17, page 1 of 1 and Authorization Signatures form.
14. Place this memo in your manual for future reference.

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At some time in your work you will probably require the services of the New Mexico Highlands University Purchasing Department. This manual is written to provide you with the necessary information to purchase goods and services you require to perform your jobs.

Working in a State run University presents a challenge with regards to purchasing because we must place every order in accordance with the State laws related to procurement, conflicts of interest, code of ethics and others. The Purchasing Department's goal is to provide you with an efficient, responsive, and ethical purchasing system that meets your needs while ensuring compliance with state laws. **To do that we must work together.**

Remember that the Purchasing Department is the only organization authorized to make commitments to vendors on NMHU's behalf. But the Purchasing Department is not the only organization involved in the purchasing process. When you request goods and services, your order must be quoted and placed, the goods must be delivered or the services must be performed, and the vendor must be paid. NMHU's Purchasing Department, Central Receiving Department and Accounts Payable Department work together with you to complete the purchasing process. The time needed to complete the entire purchasing process will vary according to the dollar amount involved, the nature of the goods and services required, and other factors. This manual will describe how this purchasing process works.

Remember, if you ever have any questions regarding the purchasing process, don't hesitate to call the Purchasing Department at 454-3443.

**DATE: JANUARY 1990
REVISION DATE: AUGUST 2006**

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PURCHASING DEPARTMENT FUNCTION

All purchases made by New Mexico Highlands University (NMHU) are made by the University's central purchasing office in accordance with the State Procurement Code. NMHU also has developed its own Purchasing Policies and Procedures which supplement the New Mexico Procurement Code. The purpose of the Procurement Code is to:

1. provide accountability for funds spent,
2. maximize the value of funds spent, and
3. provide for the fair and equitable treatment of all parties to the procurement.

NMHU's central purchasing office is the Purchasing Department located at 1005 University Avenue, 454-3195. All purchases from off-campus sources, with the exception of petty cash purchases, are coordinated through this office.

ONLY THE PURCHASING DEPARTMENT OR THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION HAVE THE AUTHORITY TO CONTRACTUALLY OBLIGATE THE UNIVERSITY TO A PROCUREMENT. PURCHASES MADE WITHOUT THE PROPER APPROVALS MAY BECOME THE PERSONAL OBLIGATION OF THE PERSON ORIGINATING SUCH A PURCHASE. SPECIFIC CONTRACTS THAT SUPPORT A PARTICULAR PURCHASE FOR GOODS OR SERVICES ARE REQUIRED TO HAVE THE DEPARTMENT HEADS SIGNATURE BUT MUST BE REVIEWED BY THE DIRECTOR OF PURCHASING PRIOR TO SIGNING.

CENTRAL RECEIVING FUNCTION

Central Receiving, located at 1005 Diamond Avenue (below the Purchasing Department) is responsible for receiving all goods purchased by NMHU, verifying the received goods match the purchase orders, preparing the Receiving Report and obtaining the users signature on the Receiving Report to indicate NMHU's acceptance of the goods, after delivering the goods to the users. Central receiving then forwards the completed Receiving Report to the Accounts Payable Department for payment of the goods.

ACCOUNTS PAYABLE FUNCTION

The Accounts Payable Department in the Business Office is responsible for issuing checks to pay our vendors. Properly documented and approved payment forms are received in the Accounts Payable Office. Before making payment the Accounts Payable Department matches the vendor's invoice, the Receiving Report, and the original purchase document. When a proper match is made, a check is printed and mailed to the vendor.

Revision: Change of wording in paragraph 3 above

CONFLICT OF INTEREST

The New Mexico State Laws (NMSA Section 21-1-17, 1978) state that:

No employee or member of a board of regents of any state educational institution shall have a direct or indirect financial interest in any contract for building or improving any of the state educational institutions or for the furnishing of supplies or services to that institution.

Additionally, the New Mexico State Laws (NMSA Section 21-1-35, 1978) state that employees or regents shall not:

"directly or indirectly" sell to the institution any, "school books, school furniture, equipment, apparatus or any other kind of school supplies, property insurance or life insurance... or do any work under contract." They are further forbidden to receive any kind of commission or profit from such transactions and are subject to a \$1,000 fine and a year in prison if they violate the statute.

The statutory language is written so that the responsibility for avoiding such conflicts is on the officer or employee, and the penalty for failing to do so is imposed on the individual.

CODE OF ETHICS

It is the policy of the University to maintain an open campus, allowing vendors to talk and meet directly with the departments. All departments are required to follow the same Code of Ethics and Conduct followed by the Purchasing Department. Under no circumstances do the departments have the authority to enter into any type of contractual agreement with a vendor without prior written approval of the Purchasing Department.

Sales representatives shall be accorded friendly consideration. If a department experiences serious difficulties with any vendor, please notify the Purchasing Department immediately.

The following is the NMHU Purchasing Code of Ethics:

1. To give first consideration to the objectives and policies of the University.
2. To strive to obtain the maximum ultimate value of each dollar of expenditure.
3. To cooperate with trade and industrial associations, governmental and private agencies engaged in the promotion and development of sound business methods.
4. To demand honesty in sales representatives whether offered through the medium of an oral or written statement, an advertisement, or a sample of the product.
5. To decline personal gifts and gratuities.
6. To grant all competitive bidders equal consideration; to regard each transaction on its own merits; to foster and promote fair, ethical and legal trade practices.
7. To accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.

**TITLE: UNALLOWABLE EXPENDITURES
AND EXPENDITURES REQUIRING
SPECIFIC ADVANCED APPROVAL**

NUMBER: 03

**DATE: JANUARY 1990
REVISION DATE: OCTOBER 1992**

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The following expenditures are categorized as either unallowable by anyone or unallowable unless approved by appropriate parties identified below.

1. UNALLOWABLE EXPENDITURES BY ANYONE
 - a. Parking tickets, traffic violation fines or any similar expenditure in violation of public policy.
 - b. Personal expenditures of any type.
 - c. Auto repairs, tune-ups, tires, auto licenses, and similar expenditures on privately owned vehicles. These expenditures are covered by mileage allowance.
 - d. Charitable contributions.
 - e. Personal gifts.
 - f. Political contributions.
 - g. Advances or loans to employees.
 - h. Reimbursement for thefts of personal items.
 - i. Any liability claims against the University (we have liability insurance).
 - j. Alcoholic beverages.
 - k. Any expenditure not supported by a valid invoice from the seller of the goods or services.
 - l. Any expenditure that is not an ordinary or necessary expense.
 - m. Contracts with firms in which current or recent (last 12 months) NMHU employees have a controlling interest.
 - n. Expenditures in excess of approved University budgets.
 - o. Entertainment of University employees.

2. UNALLOWABLE EXPENDITURES UNLESS APPROVED AT VICE PRESIDENT OR PRESIDENT LEVEL.
 - a. Retreats in non-University facilities.
 - b. Office refreshments, including coffee makers and supplies.

**TITLE: UNALLOWABLE EXPENDITURES
AND EXPENDITURES REQUIRING
SPECIFIC ADVANCED APPROVAL**

NUMBER: 03

**DATE: JANUARY 1990
REVISION DATE: OCTOBER 1992**

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3.UNALLOWABLE EXPENDITURES UNLESS APPROVED BY DEAN OR DIRECTOR

- a. Luncheons, dinners, or receptions for invited guests in Las Vegas for the purpose of University advancement.
- b. Luncheons, dinners, or receptions for NMHU employees and/or invited guests while out-of-town on per diem, for the purpose of University advancement. (If approved, the per diem allowance for that meal must be reduced by the rate allowed in the per diem for the meal).
- c.Expenses, including dues and non-alcoholic refreshments, for professional and civic organizations.
- f.Work clothes, clothing cleaning, alterations, repairs or replacement.

Exception: The expenditures listed in this section will be allowable if approved by a person who is authorized to charge them against a gift, bequest, donation, contract or grant specifically authorizing this type of expenditure.

Revision: Revise Section 2 to require approval at the Vice President or President level.

**Definition and List
of On-Campus Sources**

Definition: A source of products and/or services that is owned and operated by NM Highlands University.

Listing: 1. Bookstore
2. Print Shop
3. Physical Plant
4. Campus Security
5. Athletic Department

Note: A vendor that operates on campus, such as food services, is NOT an on-campus source because it is not owned by the University. Purchases from such vendors shall be placed by the Purchasing Department as Purchase Orders.

Physical Plant

It is the policy of the University to use the Physical Plant Department for the installation, maintenance and repair of building systems, for modifications to buildings and for all systems that affect the safety or security of NMHU buildings.

Definitions:

Building systems shall include but not be limited to electrical, plumbing and mechanical systems.

Safety and security systems shall include, but not be limited to, central alarm systems, building fire alarm and protection systems, locks and keys. Excluded from this category are individual equipment systems.

Purchases for services made by the Physical Plant Department, the Facility Planning Department or approved by either department will be considered in compliance with this policy.

Procedure for Purchases from All On-Campus Sources

All purchases from On-Campus sources **over the cumulative value of \$100** must be initiated by the user with the Purchase Requisition form. The form shall be completed in the same manner as for off-campus sources (Refer to Policy No. 09 for more details). For purchase of \$100 or less, the user should follow the on-campus providers existing purchase procedures.

Paper Flow for Approval of On-Campus Purchases over \$100

Department

Contact the On-Campus provider to obtain a complete listing of the item specifications (model numbers, description, etc.) and a quotation of the prices you are to pay for each item. If an exact price cannot be quoted, have the On-Campus source provide a "not-to-exceed" price and include that price on the Purchase Requisition form as stated below.

Complete the Purchase Requisition form in accordance with Policy #09 and list the On-Campus sources's name in the Suggested Source section of the form. (Refer to the attached Sample.) Be sure to state the appropriate account numbers that are to be charged for the items to be purchased.

Then make a photo copy of the Purchase Requisition form for your records and forward all other three copies to the Business Office.

Business Office

Verifies account numbers and budget availability and retains the "Accounting" copy of the Purchase Requisition form.

Forwards the "Purchasing" copy to the On-Campus provider. The Purchase Requisition form serves as a Purchase Order commitment to the On-Campus provider.

Forwards the "Department" copy to the Department to show the Department that their purchase was approved.

Note: If approval is not granted, the Business Office will contact the Department with an explanation of why it was not approved.

On-Campus Sources

Receives the Purchase Requisition form and fills the order. When the order is filled, the On-Campus provider submits the charges to the Business Office for payment from the user's account.

Revisions:

1. Change the last sentence in the Physical Plant section from "Facility Planning Committee" to "Facility Planning Department."

PURCHASE REQUISITION NUMBER **Nº 10031**
 THIS IS NOT A PURCHASE ORDER

P.O. _____

DO NOT WRITE IN BOX BELOW

SUGGESTED VENDOR:

NMHI Bookstore

DATE _____
ORDER TYPE (R/B/C) _____
START DATE _____ END DATE _____
TERMS (NET 30) _____
F.O.B (NMHU-FREIGHT INCLUD.) _____
BID/PROPOSAL/SPD/GSA _____
QUOTE DATE _____
DELIVERY DATE _____
BUYER APPROVAL/NO _____
VENDOR NO. _____ COMMODITY NO. _____
CONFIRMATION (Y/N) _____ NAME _____

SHIP TO:

Nelson Smith
Chemistry Department Room 204
Science Building

ORG NO _____ DATE 1/30/90
 DEPT NAME Chemistry
 USER CONTACT Nelson Smith EXT 3333
 DATE WANTED February 23, 1990

BLANKET ORDER
 EFFECTIVE DATES _____ TO _____

ACCOUNT 1 <u>10333/333</u>	% <u>50%</u>	\$ <u>100</u>	ACCOUNT 2 <u>10444/444</u>	% <u>50%</u>	\$ <u>100</u>
ACCOUNT 3	%	\$	ACCOUNT 4	%	\$

NO	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENSION
1	1	ea	Laboratory Table model number M01234	\$200.00	\$200.00
SAMPLE					

AUTHORIZED DEPT SIGNATURE Mr. Money ESTIMATED COST \$200
 SIGNATURE NAME (TYPED) Mr. Money

SPECIAL INSTRUCTIONS

APPROVALS _____ DATE _____

 COMPTROLLERS OFFICE _____

COPY DISTRIBUTION: WHITE-PURCHASING YELLOW-ACCOUNTING PINK-DEPARTMENT

The Petty Cash form is to be used for reimbursements of expenditures for \$75 or less per day/per vendor. Incremental purchasing, splitting one large purchase into several small purchases, is not allowed. The Petty Cash form is the quickest, simplest form to use because reimbursement is made in cash, no check is issued.

The Petty Cash form is to be used for reimbursements only for up to \$75 per day/per vendor. Reimbursements may be for any type of ALLOWABLE expenditure. Tax paid on purchases of tangible personal property (except restaurant charges) will not be reimbursed.

At the time of purchase a cash register receipt or other paid receipt should be acquired and submitted with the Petty Cash form for reimbursement, (see Documentation section on next page).

Form Content and Preparation

The Petty Cash form must be TYPED OR PRINTED LEGIBLY. Corrections must be made on all copies. Any number of reimbursements, to any number of individuals, charged to any number of accounts may be made on one Petty Cash form.

Account Number / Amount

1 Account Complete the account number(s) to be charged Number with the reimbursement(s). List the total amount to be charged to each account for all the receipts. Then total all amounts charged to the various accounts. This grand total should equal the grand total of the items listed in the body of the form.

Department/Contract/Grant

2 Department The department name and the individual's name who made the purchase must be listed in this section. Optional information which may be included is the Contract or Grant name.

Body of Form

3 Name of Vendor A separate line should be used for each receipt.
For each receipt list:
1.The name of the vendor.
2.A brief description of the item(s) purchased.
3.The amount of the reimbursement requested.
Do not include non-reimbursable amounts such as tax and unallowable expenditures.

Total all the items to be reimbursed.

Signatures

- 4 Individual The individual that purchased the items shall sign the affidavit at the lower right hand corner of the form, i.e. "I acknowledge receipt...".
If a number of individuals are to be reimbursed on one form each individual must sign the form.
- 5 Department The person in the department that has signing authority over the account and who is in a position of authority over the person who signed the affidavit shall sign the department approval area.
- 6 Accounting The accountant that verifies the account number(s) and items shall sign for the Accounting Office and indicate the approved amount.

Documentation

Original cash register receipt, paid receipt, invoice marked PAID, credit card charge receipt, completed travel voucher or other proof of purchase and payment must be attached for each item to be reimbursed.

Paper Flow of Petty Cash Form

Business Office Blank Petty Cash forms may be obtained from the Business Office.

Department Prepare and approve the Petty Cash form. Then forward all copies of the Petty Cash form with documentation stapled to the back of the form to the Business Office.

Business Office The Business Office will verify the account numbers and documentation, and assigns a number to the Petty Cash form.

Cashiers The individual that receives the funds from Cashiers will be asked to sign the bottom of the form. Cashiers will keep their copy. The Cashier will return the department copy by mail after all signatures and other changes have been made.

Revision: Add instruction on page 1 to include individual's name to the Department section of the Petty Cash form.

The Check Request form is to be used to request checks for goods and services listed in the following Approved Check Request Transactions List. Payment for items not listed may not be made without prior written approval from the Director of Purchasing, Purchasing Department. The following transactions have been pre-approved by the Purchasing Department.

APPROVED CHECK REQUEST TRANSACTIONS LIST

TRANSACTION DESCRIPTION
CODE

- 2 Payments to a state agency (2), or a local public body (3), or external procurement unit (4), except for rental or lease of real property, (Refer to next page for definitions).
 - 3 Transfer of funds **NOT involving the purchase of goods or services** (e.g. stipends, scholarships, royalties, honoraria. Refer to Policy No. 06a for more information on these transactions).
 - 4 Refunds of money previously deposited with the University and payments to artists for consigned art sales.
 - 5 Membership dues, subscriptions to periodicals, accreditation fees and registration fees.
 - 6 Payments to non-NMHU employee participants in research studies and conference attendees.
 - 7 Non-NMHU employee travel reimbursements, and properly approved employee moving reimbursements.
 - 8 **Reimbursements** to NMHU employees or NMHU duly authorized representatives for goods and services procured on behalf of NMHU and not exceeding \$250 per check request and approved by the Purchasing Department. Reimbursements under \$75 should be processed on a petty cash form.
- Note: To reimburse means to "pay back" for money spent. In other words to qualify as a reimbursement, the individual must have paid for the goods or services.**
- 9 Athletic Department game guarantees and payments for game officiating.

-
- 10 Agent fees resulting from the redemption of University bonds.
 - 11 Purchase of books, periodicals, reprints, mailing lists, written tests, video tapes and films from publishers or copy write holders thereof.
 - 12 Deposit accounts approved in advance by the Purchasing Department.
 - 14 Notary Public applications (i.e., New Mexico Secretary of State and bonding company).
 - 15 Payments to NMHU student organizations providing group services (i.e. ushering).
 - 16 Performance contracts approved by the President.
 - 17 Payments for emergency ambulance services.
 - 18 Payments of properly documented, court imposed, damages or out of court settlements approved by the President.
 - 19 Payments to individuals or firms for serving subpoenas or summons.
 - 21 Payment for medical treatment provided to injured NMHU athletes while on authorized athletic events. All invoices must be approved by the Athletic Director and Athletic Trainer.
 - 22 Shipping charges including overnight mail charges.
 - 23 Air fare or hotel charges where advanced payment is required, provided that travel has been approved in accordance with the NMHU Travel Policy and Procedure Number 07 in this manual. Submit with check request the fully approved travel voucher. The Purchasing Department will no longer issue purchase orders for travel expenses.

Definitions:

- (2) State Agency - any department, commission, council, board, committee, institution, legislative body, agency, government corporation, educational institution or official of the executive, legislative or judicial branch of the government of New Mexico.

Revision: Change approval for transaction #16 & #18 to President from VP for Administrative Services.

TITLE: CHECK REQUEST

NUMBER: 06

DATE: JANUARY 1990

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- (3) Local Public Body - every political subdivision of the state and the agencies, instrumentalities and institutions thereof.
 - (4) External Procurement Unit - any procurement organization not located in this state which, if in this state, would qualify as a state agency or a local public body. An agency of the US government is an external procurement unit.

PURCHASING APPROVAL:

Purchasing Approval is required for the following Check Requests:

Reimbursements as stated in #8 above
Deposit accounts as stated in #12 above

PAYMENTS NOT SPECIFICALLY LISTED MAY NOT BE PROCESSED ON A CHECK REQUEST WITHOUT PRIOR WRITTEN APPROVAL FROM THE DIRECTOR OF PURCHASING.

PREPARATION OF THE CHECK REQUEST

CHECK REQUESTS MUST BE TYPED. CORRECTIONS MUST BE MADE ON ALL COPIES.

Check Request Header:

- 1 Check Request Number Preassigned unique document number for identification purposes.
- 2 Payee Code Assigned in the Business Office.
- 3 AP Vendor # Unique number assigned by Accounts Payable to a non-individual payee or an individual using an EIN.
- 4 Date Current date
- 5 EIN/SSN Federal Tax Identification Number (i.e., Social Security Number or Employee Identification Number)
- 6 Payee Name of the company/individual to whom the check should be made payable.
- 7 Address The Permanent address of the payee is required on the form for proper assignment of the vendor number and tax records.

-
- 8 Delivery Address Complete address the Check should be delivered to via U.S. Mail or campus mail.

 - 9 Payee Status For statistical purposes, indicate if the payee is a NMHU employee or student or both.

 - 10 Dept & Org Indicate the department and organization code to be charged with the expense. List each department to be charged.

 - 11 ACS Account Number(s) Account number(s) and Object Code(s) and Object Code(s) to be charged with the expenditure.

 - 12 Amount Amount per corresponding account number

Check Request Body:

An unlimited number of invoices for the same payee may be processed on one Check Request form.

- 13 Invoice Date If there is no dated invoice, leave this column blank.

- 14 Transaction Number Number of transaction from the list of acceptable items (see page 1).

- 15 Description Begin description with a one or two word description for the reason for the payment.

- 16 Amount Amount of the corresponding invoices or description entry

- 17 Total Amount Authorized Total of invoices

Check Request Signature

- 18 Approved By Signature of department personnel with signing authority on each account number charged, their title, and name typed.

19 Small Purchase Order Bookholder's name, phone number, and Bookholder campus address. (Not yet implemented)

Comptroller's Use The accountant(s) in charge of the account(s) will use this area to approve the expenditure from the indicated account(s).

20 Special Instructions Special processing notes.

DOCUMENTATION

Supporting documentation shall be stapled to the back of the Check Request. Proper documentation is the original and one copy of the invoice or order form which states the price and the payee's name or copy of approved contract. One copy is delivered with the check; the other copy is kept in Accounts Payable for audit purposes.

Exceptions:

Original receipts or cancelled checks are required for:

- #8 Petty Cash Reimbursements
#8 Reimbursements
#7 Travel

Note: If original cancelled check is not available, copies of the check and bank statement showing the cleared check will suffice.

Legal Documents are required for:

- #18 Damages
#18 Settlements

Documentation required for other transactions:

- #12 Deposits.....Statements
#14 Notary Public Application....Application
#3 Loans.....Loan application
#3 Scholarships/Stipends..... Scholarship/Fellowship
Stipend Payment
Justification Form

No documentation is required for:

- #9 Game Officials
#4 Refunds of money previously deposited w/NMHU
#3 Royalties

PAPER FLOW OF CHECK REQUEST

Business Office Blank Check Requests may be picked up from the Business Office.

Department Prepares and approves Check Request form, removes Department copy and forwards the remaining copies to the Business Office.

Business Office Reviews Check Request and when approved removes their copy and forwards the remaining copies to Accounts Payable for payment.

Accounts Payable Processes the Check Request for payment and delivers the Payee copy with the check.

Individual/Separate Checks

Individual/separate checks is a procedure used when more than one check is needed for the same "type of payment" but to different payees (e.g. refunds, stipends, officials, etc.). The preparation of the Check Request form is the same as for any other payment except for the following:

Payee Insert phrase "Individual Checks"

Address If the checks are to be mailed enclose mailing labels or addressed envelopes.

Description Insert Type of Payment (e.g. Stipends) and the of Service phrase "See attached work sheet"

Amount Total amount of all checks requested.

Work sheet Type and double space a list of the checks needed in column format.

Payee Name SSN Account # Amount
& Address Object Code of Check

Note:

1. The Account # is optional if all checks are to be charged to the same account.
2. If only two or three checks are requested and space after the transaction code and description is sufficient, the SSN may be entered in the invoice number area, the name and address in the description area, and the amount of each check in the amount area.



NEW MEXICO HIGHLANDS UNIVERSITY
LAS VEGAS, NEW MEXICO 87701

01493

CHECK REQUEST

DATE: November 8, 1990
 EIN/SSN:
 PAYEE: Las Vegas Daily Optic

PAYEE CODE(S)	
\$	
\$	

AP VENDOR NUMBER	
01	

DELIVERY ADDRESS: P. O. Box 2607
 Las Vegas, NM 87701

PERMANENT ADDRESS: 1213 Lincoln Avenue
 Las Vegas, NM 87701

PAYEE IS AN NMHU EMPLOYEE NMHU STUDENT

DEPARTMENT AND ORGANIZATION CODE

ACCOUNT NUMBER	AMOUNT OF CHARGE	ACCOUNT NUMBER	AMOUNT OF CHARGE
10608/500	\$ 60.00		\$
	\$		\$

INVOICE DATE	INVOICE NUMBER	TRANSACTION NUMBER AND DESCRIPTION	AMOUNT
11/08/90		(5) One year subscription to Las Vegas Daily Optic	90.00

The authorized individual certifies that the above charges were necessary and proper. The amounts claimed are correct and have not been paid.	TOTAL AMOUNT OF CHARGE AUTHORIZED ON THIS REQUEST	90.00
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AUTHORIZED DEPT. SIGNATURE J. Michael Allred TITLE Comptroller
 SIGNATURE NAME (TYPED)

BOOKHOLDER PHONE 454-3417
 CAMPUS MAILING ADDRESS

COMPTROLLER'S USE ONLY	
APPROVAL	DATE

SPECIAL INSTRUCTIONS FOR ACCOUNTS PAYABLE	
ACCOUNTS PAYABLE USE ONLY	
APPROVAL	DATE

DATE: NOVEMBER 1990
REVISION DATE: na

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I. SCHOLARSHIP AND FELLOWSHIP GRANTS - Contact the Comptroller for assistance in determining which of the following categories is appropriate.

A. NOT INVOLVING THE PERFORMANCE OF A SERVICE

A scholarship or fellowship grant awarded to aid an individual in the pursuit of study or research that DOES NOT require the individual to perform a service is processed on a Check Request per Policy No. 06 and forwarded to the Business Office for Payment.

B. INVOLVING THE PERFORMANCE OF A SERVICE

A scholarship or fellowship grant that requires the recipient to perform services including research, teaching, or other activities performed primarily for the benefit of the grantor are viewed as payments for services. The payment must be processed through PAYROLL and NOT on the Check Request. Contact the Personnel Department for processing requirements.

A scholarship which requires the recipient to perform services as a teaching assistant, even if such service is required of all candidates for a degree at the institution, constitutes payment for the performance of a service and is to be processed through Payroll.

II. HONORARIA

A payment for services provided to the University by a non-employee that **DOES NOT** fit a hiring of either an independent contractor nor an employee. Examples are as follow:

1. Guest lecturers
2. Seminar speakers

Please call the Comptroller for assistance in determining honorarium status.

Processing:

Honoraria are to be processed on the Check Request form. The appropriate Dean or Director and the Comptroller must approve the Check Request form. The honorarium check shall be presented to the recipient upon **completion** of their visit, lecture, presentation or other services as approved by the Comptroller.

1. General

This document provides policy guidelines for the reimbursement of reasonable and allowable costs incurred by members of New Mexico Highlands University's Board of Regents, faculty, staff, and qualifying students traveling on official university business.

- 1.1. The policy is intended to establish maximum reimbursement levels. In all cases, travelers are required to use ethical and sensible judgment when incurring and claiming travel expenses. All applicable forms are designed, approved and distributed by the Business Office.
- 1.2. A traveler submits to the Business Office a completed and approved Travel Request Form prior to the start of the trip. The request shows an itemized list of estimated travel costs, including those paid for directly by the University. Upon return from the trip, the traveler submits a Voucher to claim reimbursement for allowable travel costs incurred by the traveler. Either actual costs or standard mileage and per diem reimbursement may be claimed. Original receipts and other required documentation must be attached, if actual costs are claimed. Receipts are not required when submitting a Voucher for mileage or per diem reimbursement.

2. Eligibility With No Reimbursement

For travel where no reimbursement will be sought, a Travel Request Form must be completed and submitted prior to the start of the travel for supervisor approval and employee insurance coverage purposes.

3. Eligibility and Reimbursement

- 3.1. All travelers seeking reimbursement of travel costs incurred by using personal funds should submit a completed Travel Voucher to the Business Office within 30 working days of completion of the travel. **If submitted more than 30 working days after completion of travel, it will be considered null and void and therefore, no reimbursement will occur.** The Voucher must contain all necessary information for reimbursement and be signed by the person who has authority over the account and over the traveler. If the total amount on the Voucher exceeds the total estimated, reimbursable amount per Travel Request by 10% or \$25.00, whichever is more, the Voucher needs to be signed by a Vice President or the Controller and needs to include a brief explanation.
- 3.2. Reimbursement for travel that is after-the-fact, when no Travel Request has been submitted prior to the trip, will not be accepted. Members of the Board of Regents who claim reimbursement of regular meeting-related travel costs are exempt from this provision.
- 3.3. All appeals need to be submitted in writing to the President or a Vice President first, then to the Controller for consideration.

4. Prior Approval

- 4.1. Out-of-state travel requests must be submitted to the Business Office at least 10 working days prior to the start of the trip. In-state travel requests must be submitted at least 3 working days prior to the start of the trip.
- 4.2. All out-of-state/international travel requests must be approved by the President or her/his designee.

5. Travel Time Defined

For purposes of computing per diem allowances, travel time includes the time required to travel to and from the business destination, excluding the time required to travel from the traveler's principal residence to and from the post of duty, also referred to as commuting. Travel time also does not include time spent for personal business.

6. Transportation

Allowable transportation expenses are those incurred while traveling from the traveler's post-of-duty to the destination and back. The starting or ending point may be the traveler's residence, if it is closer to the destination than the post-of-duty.

6.1. Commercial Airlines

The University will pay the reasonable cost of commercial "coach" airfare. Travelers are required to plan their travel far enough in advance to be able to receive the lowest available airfare while accommodating travel schedules. Upon approval of a Travel Request, travelers are encouraged to purchase airfares via the internet. The chosen airfare must be the least expensive of three quotes, all of which must be attached to the Travel Request Form. All frequent flyer mileage or other incentives obtained by an employee while on university business may be retained by the employee for university or personal use.

- 6.2. **Chartered Transportation** Chartered transportation will be reimbursed in full when there is a financial savings to this method of travel or when there are unique time constraints that favor chartered transportation. Otherwise, chartered transportation will be reimbursed at the lower cost of commercial "coach" airfare or the actual charter expense.

- 6.3. **Automobile Rental** Travelers are encouraged to use cost-effective, public transportation but are authorized to rent automobiles when necessary. Only employees on University business should be transported. Otherwise, a Waiver or Release of Liability should be submitted for approval prior to the trip. Collision and comprehensive insurance is no longer provided on rental vehicles through the State of New Mexico Risk Management Division. Travelers must obtain this insurance when contracting for rental vehicles. The car rental Loss & Damage Coverage Program typically covers property damages to the rental vehicle due to collision, fire, theft, or vandalism.

-
- 6.4. Personal Automobile** Use of a personal automobile for official university business will be reimbursed at the standard mileage rate. The new rate, effective July 1, 2003, is **\$0.32** per mile traveled in a privately owned vehicle. The rate is intended to cover all costs associated with owning the vehicle, such as gasoline, insurance, depreciation, maintenance and repairs, etc.
- 6.4.1. Map miles:** mileage reimbursement is based on a standard mileage chart (available from the Business Office) or approved website, such as www.randmcnally.com or www.yahoo.com. Supporting documentation must be attached to the Voucher.
- 6.4.2. Actual miles:** mileage reimbursement is based on actual odometer readings, which must be indicated on the Voucher (i.e. beginning and ending reading. If actual miles claimed exceed map miles (as determined by the Business Office) by more than 25 miles, a point-to-point justification must be attached to the Voucher. Trip meter readings are not acceptable.
- 6.4.3. University vehicle:** mileage is not reimbursable; odometer readings and mileage are not to be listed on the Voucher.
- 6.4.4.** Reimbursement for mileage of a personal automobile used in lieu of air travel may not exceed the cost of coach airfare.
- 6.5. Privately Owned Airplane** Use of personal aircraft will be reimbursed at the rate of \$0.88 per nautical mile or commercial coach airfare, whichever is less.
- 7. Procurement**
- 7.1.** Upon approval of a Travel Request, travelers are encouraged to pay for their travel expenses (airfare, hotel, etc.) from personal funds or a personal credit card and request reimbursement after the travel has been completed. Original receipts must be attached to the claim. (Only those receipts should be attached that relate to the reimbursement.)
- 7.2.** All vendors that are prepaid via a University Check Request (e.g. airfare, hotel, registration fees) must be identified on the Travel Request Form. Check Requests must be attached to the Travel Request and submitted simultaneously. The traveler's name should be referenced on all such Check Requests.
- 7.3.** Frequent travelers may submit a blanket Travel Request Form on a monthly or biweekly basis, when practical. Only one Voucher is to be submitted after all travel has occurred in a month or two-week period. Date or itinerary changes should be sent to the Business Office via email.

8. Lodging and Meals Travelers may be reimbursed either actual out-of-pocket expenses for lodging and meals, or standard per diem amounts, subject to the limitations of this Section. Lodging is only reimbursable if the travel destination is at least 35 miles away (one-way) from the traveler’s post-of-duty.

8.1. Standard Per Diem (Includes Lodging and Meals):

- In-State Travel, regular areas – number of 24-hour days x \$85.00
- In-State Travel, special areas (Santa Fe) – number of 24-hour days x \$95.00
- Out-of-State Travel, regular areas - number of 24-hour days x \$115.00
- Out-of-State Travel, special areas - number of 24-hour days x \$215.00
- The Business Office maintains a list of approved special areas.

Members of the Board of Regents may claim, in lieu of claiming regular per diem or actual travel expenses, \$75.00 per meeting day. This option results in taxable income and will be reported to the IRS on Form 1099-Misc.

8.2. Partial Per Diem:

Allowable when travel extends beyond a 24-hour travel day:

- a. For less than 2 hrs beyond the last 24-hour cycle - none
- b. For between 2 hrs, but less than 6 hrs beyond the last 24-hour cycle - \$10.00
- c. For between 6 hrs, but less than 12 hrs beyond the last 24-hour cycle - \$20.00
- d. For between 12 hrs, but less than 24 hrs beyond the last 24-hour cycle - \$30.00

Allowable when travel extends beyond a normal 9-hour work day and lodging is not required:

- a. For less than 2 hrs beyond the 9-hour work period - none
- b. For between 2 hrs, but less than 6 hrs beyond the 9-hour period - \$10.00
- c. For between 6 hrs, but less than 12 hrs beyond the 9-hour period - \$20.00
- d. For between 12 hrs, but less than 24 hrs beyond the 9-hour period - \$30.00

8.3. Conference Meals

When meals are included in conference fees (or under similar circumstances) and a traveler claims per diem, meal reimbursement will be reduced as shown below. For example, if a lunch is provided by a conference held in New Mexico, there will be a \$10.00 reduction in the total amount calculated on the Voucher.

			In-State	Out-of-State
Breakfast	6:00am	9:00am	\$6.00	\$10.00
Lunch	11:00am	2:00pm	\$10.00	\$14.00
Dinner	4:00pm	8:00pm	\$14.00	\$21.00

8.4. Actual Out-of-Pocket Travel Expenses

Travelers may claim reimbursement for actual travel expenses incurred, subject to approval and submission of original receipts. Reimbursement for meals is limited to \$30.00 per day in-state and \$45.00 per day out-of-state and must be supported by original receipts. Liquor or tobacco purchases are not reimbursable.

9. Miscellaneous Expenses

Other necessary business expenses, such as ground transportation, parking, business telephone calls, and registration fees, that can be documented as costs directly incurred as a result of the business travel, will be reimbursed when itemized and explained on the Voucher, subject to approval. Original receipts are required and must be attached to the Voucher. Properly signed affidavits are permitted in lieu of a receipt, when a receipt is impossible to obtain. The maximum allowable reimbursement for gratuities/tips is \$12.00 per trip.

10. Travel Advances

Individuals traveling on University business may request a travel advance, if the calculated amount is at least \$20.00. Travel advances are calculated up to 80% of the estimated reimbursable expenses, as approved on the Travel Request Form. Travel advances are deducted from the traveler's Voucher. Travel advances represent personal loans from the University to the traveler and must be repaid by the traveler. Should the loan exceed the reimbursable amount, repayment is due by the fifth working day after the traveler returns from the trip. Failure to do so can result in denial of future advance requests.

10.1. Travel Advance Request To request a travel advance, a traveler must submit a completed and approved Travel Request Form with the box Travel Advance checked. Upon approval of the travel advance, the traveler may pick up a check from the Business Office prior to the trip or request the check be mailed to the traveler's home address, subject to observation of Business Office timelines.

10.2. Travel Voucher The traveler must submit a completed Travel Voucher, signed by the traveler's supervisor, to the Business Office within 30 working days after returning from the trip. The Voucher must depict the travel advance deduction from the total reimbursable expenditures. If the traveler has repaid the travel advance at the Cashier's Office, the traveler must attach a copy of the receipt to the Voucher. If the travel advance exceeds the reimbursable expenditures, the traveler may attach a personal check to the Voucher. If the reimbursement amount of the Voucher exceeds the amount of the advance, the traveler will be paid the difference.

10.3. Delinquent Travel Advances If the traveler does not submit a Voucher with the full amount of the advance deducted from the Voucher or repay the travel advance within 10 working days after the traveler returns from the trip, the amount of the travel advance will be deducted from the employee's paycheck.

11. Travel Cancellations

Travel Requests should be cancelled by sending an e-mail memo to the Business Office, indicating the name of the traveler, date of travel, destination, and department. Travelers may have to incur costs of registration, airfare etc. if they do not have a legitimate excuse for canceling a trip. If a travel advance has been issued to the traveler, the advance must be returned to the Business Office immediately.

TITLE: BIDS AND PROPOSALS
DATE: July 2013

NUMBER: 08
PAGE 1 OF 3

The New Mexico Procurement Code requires that all purchases with a few specific exceptions as defined in Section 13-1-98 N.M.S.A. 1978 be achieved by competitive sealed bids or proposals. Below is a description of the various regulations that govern University purchases subject to the New Mexico Procurement Code and University regulations. The University's Board of Regents has designated the University Purchasing Department as its central purchasing office and also operates in accordance with Sections 13-1-97 and 13-1-99 N.M.S.A. 1978.

Small Purchases

All purchases under \$60,000 are subject only to University regulations summarized as follows. It is illegal to artificially divide procurement requirements so as to constitute a small purchase. Purchases of equipment greater than \$1,000.00 cannot be purchased through a small open purchase order. They must be itemized in order to be tagged and capitalized as a fixed asset.

¹Up to \$20,000.

Buyer may place a direct purchase order to vendor/contractor based upon the **best obtainable price for a one-time purchase.**

¹From \$20,001 to \$60,000

Three (3) verbal or written quotes, unadvertised bids or competitive pricing in the past six (6) months; or recent evidence that prices are competitive.

For purchases valued under \$60,000, the departments may choose to obtain at least three telephone or written quotes by contacting vendors/contractors and recording pricing and delivery information on the following Telephone Quote Sheet. Be sure to record the vendor/contractor name, address, phone number, and contact person on the forms and attach the completed form and all written quotes to the Purchase Requisition.

Formal Bids

Over \$60,000

Advertised, written and sealed bids required. Upon receipt of a Purchase Requisition, the buyer prepares the Invitation for Bid (IFB) according to the specifications submitted with the requisition. It is the requesting department's responsibility to provide the performance specifications required and indicate any criteria other than price that will be considered during the bid evaluation. A legal notice advertising the IFB is printed in a local newspaper and vendors must be given at least ten (10) calendar days from the date of publication to submit a sealed bid. Bid openings are public and interested departments and vendors may attend. The bid opening consists of reading the bid prices and recording the bids that were received. The vendor offering the lowest price that meets all specifications defined in the IFB is considered a responsible bidder, and shall be awarded the purchase order. All vendors listed on NMHU's bid list as offering the required item must be sent a copy of the IFB.

¹ This policy is not applicable to procurement for services of architects, engineers, landscape architects, or surveyors for public works projects. The procurement of such services requires advertised, written, sealed proposals.

Contracts for purchases up to \$500,000 shall be approved by the President or his designee.

Contracts for purchases over \$500,000 must be approved by the Board of Regents in an open, public meeting of the Board and the President.

When justified, contracts may be awarded on a sole source basis. The Board of Regents will be informed at its next regular meeting on the award of any contract item over \$20,000 that was not put out to bid because it was awarded on a sole source basis.

Proposals

The New Mexico Procurement Code permits the use of competitive sealed proposals when a written determination is made that the use of competitive sealed bidding (an IFB) for items of tangible personal property or services is either not practicable or not advantageous. A request for proposals (RFP) is issued by the Purchasing Department when the requestor and buyer provide sufficient written justification for its use. Selection criteria and their relative weights to be used to select the winning vendor must be specified in the RFP and the evaluation of proposals must be in accordance with the stated criteria and relative weights.

The opening of proposals is not open to the public and all contents of any proposal shall not be disclosed so as to be available to competing offerors during the negotiation process. The requesting department, however, may attend the opening. Proposals which have been received are recorded by the buyer and submitted to the technical evaluation team for scoring. It is possible for the buyer to negotiate any item in a proposal prior to award, unlike the Invitation for Bid where no changes are allowed to be made after the opening of the bids and the award is typically made based on price alone.

Professional Services

Professional services are typically awarded via a Request for Proposal (RFP). Professional Services are defined by the New Mexico Procurement Code as follows:

“Professional services” means the services of architects, archeologists, engineers, surveyors, landscape architects, medical arts practitioners, scientists, management and systems analysts, certified public accountants, registered public accountants, lawyers, psychologists, planners, researchers, construction managers and other persons or businesses providing similar professional services, which may be designated as such by a determination issued by the state purchasing agent or a central purchasing office (Purchasing Department).

\$60,000 and under	Does not require competitive procurement. Professional services are procured from the <u>“Best available source at the best attainable prices.”</u>
\$60,001 and over	requires advertised, written, sealed proposals. Contracts for purchases of professional services up to \$500,000 must be approved by the President or his designee. Contracts for purchases of professional services over \$500,000 must be approved by the Board of Regents in an open, public meeting of the Board and the President. When justified, contracts may be awarded on a sole source basis. The Board of Regents will be informed at its next regular meeting of the award of any contract item over \$60,000 that was not put out to bid because it was awarded on a sole source basis.

Contracts Regarding Invitations for Bid (IFB) or Requests for Proposals (RFP)

For each IFB or RFP that is issued by the University, the Purchasing Department shall designate a contact person or contact persons. Each IFB or RFP shall contain the following language regarding the contact person or contact persons:

(Contact Person) has been designated as the contact person for this (IFB/RFP). No (bidder/offeror) may contact any University employee, officer or member of the Board of Regents other than (Contact Person) regarding this (IFB/RFP) through the date of the award of contract. Any (bidder/offeror) who makes such unauthorized contact shall be deemed to have violated the terms and conditions of this (IFB/RFP) and that person's (bid/proposal) may be rejected as a result.

The Purchase Requisition form is used to request goods or services from either on-campus or off-campus providers. This pre-numbered form is an internal University document and should never be given to an off-campus vendor. Blank forms are available at the Purchasing Department.

Form Contents and Preparation

THE PURCHASE REQUISITION MUST BE TYPED OR PRINTED LEGIBLY

Purchase Requisition Header

- 1 PR # The pre-printed number which uniquely identifies a particular requisition. It is used by on-campus providers as a billing reference.

- 2 Suggested Vendor The requesting departments suggested source for the purchase of the goods or services. If the source is off-campus, the full mailing address including zip code must be provided. If the requesting department does not know an appropriate vendor, this may be left blank. An on-campus source needs to be identified by name only.

- 3 Ship To The physical address to which the requesting department desires the goods/services to be delivered after received by Central Receiving.

- 4 Dept. No. Abbreviation for "Department Number" which is the unique number assigned to each University department or program.

- 5 Date The date the purchase requisition was prepared.

- 6 Dept. Name The requisitioning department's name.

- 7 User Contact/Extension The name of the person who will actually be using the requisitioned items. This person's name and telephone extension will allow timely inquiries if questions arise concerning the items on the requisition. The person listed here will receive the "Department" copy of the Purchase Order.

- 8 Date Wanted This is used to indicate critical delivery dates if necessary. Do not mark everything critical or ASAP as it will begin to lose meaning over time.

- 9 Blanket Order / Effective Dates If a blanket order is being requested, the desired beginning and ending dates for the order are indicated here. A blanket order cannot extend past the ending date of a contract or grant.
- 10 Account # / Object Code Every purchase must be charged to a valid University account number. If charging against multiple numbers, the percentage of the total dollars and the actual dollars to be charged to each account must be indicated along with the account number. If you require that particular items be purchased from particular accounts, so indicate on the form.

Purchase Requisition Body

- 11 This portion of the requisition contains the description of the items or services being ordered. Below is a description of the column headings in the body and the type of information which should appear for each.
1. No. This is the line item number. Line items shall be consecutively numbered, (i.e., 1,2,3...).
 2. Quantity Number of units to be purchased for each item.
 3. Unit Packing unit of goods or services. Some examples are: each (ea.), cases, hours, lots, etc. If you specify cases or boxes, please state how many units are in each case or box.
 4. Description Detailed specifications and other pertinent information.
 5. Unit Price Estimated cost of each unit ordered.
 6. Extension Quantity to be purchased multiplied by the unit price.

Purchase Requisition Signatures

- 12 Auth. Dept. Signature A person authorized in writing to expend funds from the account number(s) referenced on the requisition must sign the requisition.

- 13 Special Instruction Messages and special instructions that should not appear on the Purchase Order.
- 14 Approvals Compliance will indicate their approval of the requisition by signing this block.

Documentation

The Purchase Requisition is often accompanied by other documentation that is required to justify or clarify the requisition. Examples include sole source/sole make justifications, contracts for signature, detailed product specifications, and special instructions to the buyer. All documentation must be securely affixed to the back of the requisition to prevent separation during processing.

Routing

The requisitioner shall retain a copy of the Purchase Requisition, and forward to Compliance for approval of authorized signatures. Then Compliance will forward with all attachments to the Purchasing Department for processing, or to the On-Campus provider if the purchase is from such a source.

Special Approvals

The purchase of certain goods and services requires special approvals before purchase orders can be issued. The purchases requiring special approvals are listed below along with the name of the University organization responsible for the approval. These special approvals should be secured prior to being approved by Compliance. It is the requesting department's responsibility to obtain these special approvals. Refer to next page for approving departments.

<u>ITEMS</u>	<u>APPROVAL DEPARTMENT</u>
Requisitions up to \$30,000	Academic Department or Administrative Department Vice President for Academic Affairs or Vice President for Finance and Administration
Requisitions over \$30,000	Academic Department and Administrative Department Vice President for Academic Affairs and Vice President for Finance and Administration
Promotional Advertising > \$500.00	Office of University Relations
All Computer hardware and software	Information Technology Services (ITS) and Vice President for Finance and Administration
Legal Services	President and/or V. P. for Finance and Administration.
Fire and Alarm Systems and all Facilities building modifications	Facilities Management Director and Vice President for Finance and Administration or their designee.

PURCHASE REQUISITION NUMBER 10331
 THIS IS NOT A PURCHASE ORDER

P.O. _____

DO NOT WRITE IN BOX BELOW

SUGGESTED VENDOR:

Computer One
3401 Candelaria N.E.
Albuquerque, New Mexico 87107

SHIP TO:

Mr. Data
Computer Center
Science Annex Room 204

DATE _____
ORDER TYPE (R/B/C) _____
START DATE _____ END DATE _____
TERMS (NET 30) _____
F.O.B (NMHU-FREIGHT INCLUD.) _____
BID/PROPOSAL/SPD/GSA _____
QUOTE DATE _____
DELIVERY DATE _____
BUYER APPROVAL/NO _____
VENDOR NO _____ COMMODITY NO _____
CONFIRMATION (Y/N) _____ NAME _____

ORG NO _____ DATE 12/10/89
 DEPT NAME Computer Center
 USER CONTACT Mr. Data EXT 3333
 DATE WANTED 1/1/90

BLANKET ORDER
 EFFECTIVE DATES _____ TO _____

ACCOUNT 1	%	\$	ACCOUNT 2	%	\$
<u>10333/333</u>		<u>1,693.80</u>	<u>10444/444</u>		<u>9777.40</u>
ACCOUNT 3	%	\$	ACCOUNT 4	%	\$

NO	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENSION
1	1	ea	M5361 SE/30 HD40 CPU Note: \$232.00 should be charged to account #10333/333 \$2,786.20 should be charged to account #10444/444	3019.00	3019.00
2	1	ea	M5610 Macintosh IICX HD40 CPU Note: \$1,461.00 should be charged to acct. # 10333/333 and \$1,868 should be charged to account #10444/444.	3329.00	3329.00
3	2	ea	Apple Keyboards	90.30	180.60
4	1	ea	Apple Macintosh Portrait Monitor	769.30	769.30
5	1	ea	M0119 Mac II Portrait Display Video Card	419.30	419.30
6	1	ea	M6210 Laserwriter II NT	3349.00	3349.00
7	1	ea	Imagemaker II/System Peripheral 8 cable	405.00	405.00

SAMPLE

AUTHORIZED DEPT SIGNATURE Mr. Money ESTIMATED COST \$11,471.20
 SIGNATURE NAME (TYPED) Mr. Money

SPECIAL INSTRUCTIONS _____

APPROVALS _____ DATE _____

 COMPTROLLERS OFFICE _____

The Purchase Order is the basic procurement contract issued to an off-campus source for goods or services, (attached). This document is a legal contract binding the University and the vendor. The back of the form contains the University's standard Terms and Conditions. This form is generated by the Purchasing Department from a Purchase Requisition.

Types of Purchase Orders

Regular Purchase Order - This type of order is issued for a **one time** purchase. These orders are encumbered by our accounting system. The vendor supplies the items requested and submits an invoice to Accounts Payable.

Blanket Purchase Order - Orders which are valid over time and allow for multiple shipments, invoices and payments to vendors on a prearranged delivery schedule. These orders call for specific items of tangible personal property or services and include pricing which is valid for the term of the Blanket Purchase Order. These orders are encumbered by our accounting system.

Open Purchase Orders - Orders which are valid over time and allow for multiple invoices and payments. In most cases it authorizes purchases of broad groups of items and pricing may be based on a discount from list price. The order requires a release by an authorized University employee that is listed on the Open Purchase Order before the contractor performs any service or delivers any goods. All Open Purchase Orders include a maximum dollar amount which can be spent. These orders are encumbered by our accounting system. Contact the Purchasing Department to discuss your situation if you feel an Open Purchase Order is appropriate for your requirement.

Small Purchase Orders - Orders under \$500 which are valid for a one time purchase of multiple small value items that are to be picked-up by the buying department. Prepare the description section of the purchase requisition, in the following format:

"Small Purchase Order for miscellaneous (1) for the (2) department. (3) is authorized to pick up items under this purchase order."

- (1) State category of items to be purchased.
- (2) State department name.
- (3) State employee(s) or NMHU authorized representative(s) who is authorized to pick-up goods on behalf of NMHU.

Revision: Added Small Purchase Order section.

**NEW MEXICO
HIGHLANDS
UNIVERSITY**

Purchasing Department
New Mexico Highlands University
Las Vegas, NM 87701
Telephone: 505/454-3195
Fax: 505/454-3109

**SAMPLE
PURCHASE ORDER**

APPLE SUPPORT CENTER
2420 RUDGEPOINT DRIVE
AUSTIN, TX 78754

ATTN: TANYA MANIER

P.O. NO. 99999

DATE October 6, 1992
TERMS

F.O.B.

MAIL INVOICES IN TRIPLICATE TO:

Attn: Comptroller
New Mexico Highlands University
P.O. Box 13
Las Vegas, New Mexico 87701

SHIP TO:

New Mexico Highlands University
Buildings & Grounds Receiving Center
Las Vegas, New Mexico 87701

ACCOUNT	QUANTITY	LINE	SEQ.	DESCRIPTION	UNIT PRICE	EXTENSION
10333-700	1 ea	1	1	M5361 MACINTOSH SE/30 HD40 CPU	3019.00	3019.00
10444-700	1 ea	1	1	M5610 MACINTOSH IICX HD40 CPU	3329.00	3329.00
10444-700	2 ea	1	1	APPLE KEYBOARDS	90.30	180.60
10333-700	1 ea	1	1	APPLE MACINTOSH PORTRAIT MONITOR	769.30	769.30
10444-700	1 ea	1	1	M0119 MAC II PORTRAIT DISPLAY VIDEO CARD	419.30	419.30
10444-700	1 ea	1	1	M6210 LASERWRITER II NT	3349.00	3349.00
10444-700	1 ea	1	1	IMAGEAKER II/SYSTEM PERIPHERAL 8 CABLE	405.00	405.00
THIS ORDER IS PLACED IN ACCORDANCE WITH APPLE COMPUTER HEPP II PRICE AGREEMENT						
						11471.20

IMPORTANT INSTRUCTIONS

1. Mail all invoices in triplicate to Comptroller.
 2. This Purchase Order Number must be on all Invoices, Packages, Shipping Labels and Bill of Lading.
 3. Please acknowledge order and advise shipping date.
- ... Purchase Order is good for 90 days and is subject to the terms and conditions on the reverse side.

THIS PURCHASE ORDER IS VALID ONLY WITH THE WRITTEN APPROVAL AS EVIDENCED BELOW BY THE PURCHASING OFFICER'S SIGNATURE.

Thank You!

PURCHASING OFFICER X

VOID

VENDOR COPY

It is the policy of the University to require written Purchase Order Modifications for changes to the Purchase Order required subsequent to placement of the Purchase Order.

1. Modifications are required for the following changes:
 - a.Changes in the item amounts or total amount of the PO.
 - b. Changes in the termination date for a blanket order.
 - c.Changes in the specifications or item descriptions.
 - d.Changes in the quantity to be purchased.
 - e.Deletion of items.
 - f.Cancellation of all or a portion of an order.
 - g.Changes in account numbers.
 - h.Changes in the vendor name.
 - i.Whenever the buyer feels that it is in the best interest of the University.
2. Form Used - A **Purchase Requisition (PR)** form shall be utilized to request a change to an existing order.
3. Approvals Required on the Purchase Requisition form:
 - a.All changes must be approved by the department that requested and approved the original order.
 - b.The following changes must be approved by the Business Office:
 - 1.Changes in termination dates for blanket orders.
 - 2.Changes in account numbers.
 - 3.Any of the above changes, on a PO that has restricted funds (Federal contracts, Grants).
 - 4.An increase in dollar amounts.

All approvals must be obtained prior to issuing the Purchase Order Modification.

4. Procedure for Issuing
 - a.The individual requesting the modification, "requester", shall complete the PR form and obtain all required approvals. The requester shall write in the description section of the PR form the words "**CHANGE REQUISITION TO PURCHASE ORDER # _____**" and shall insert the number of the Purchase Order that requires modification in the blank. The details of the change shall also be stated on the PR form.
 - b.Following approvals, the requester shall forward the purchase requisition form to the Purchasing Department. The buyer shall determine the action that is required to implement the change. A written amendment to the Purchase Order that executes the change shall be issued by the buyer.

PURCHASE REQUISITION NUMBER 10331
 THIS IS NOT A PURCHASE ORDER

P.O. _____

DO NOT WRITE IN BOX BELOW

SUGGESTED VENDOR:

Apple Support Center
904 Carribean Drive
Sunnyvale, CA 94089

SHIP TO:

Mr. Data

DATE _____
ORDER TYPE (R/B/C) _____
START DATE _____ END DATE _____
TERMS (NET 30) _____
F O B (INMU-FREIGHT INCLUD.) _____
BID/PROPOSAL/SPD/GSA _____
QUOTE DATE _____
DELIVERY DATE _____
BUYER APPROVAL/NO _____
VENDOR NO _____ COMMODITY NO _____
CONFIRMATION (Y/N) _____ NAME _____

ORG NO _____ DATE 1/5/90
 DEPT NAME Computer Center
 USER CONTACT Mr. Data EXT 3333
 DATE WANTED 1/30/90

BLANKET ORDER
 EFFECTIVE DATES _____ TO _____

ACCOUNT 1 10444/444	%	\$	100	ACCOUNT 2	%	\$
ACCOUNT 3	%	\$		ACCOUNT 4	%	\$

NO	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENSION
1	1	ea	CHANGE REQUISITION FOR PURCHASE ORDER NUMBER 3333 Replace the M6210 Laserwriter II NT printer with the M6211 Laserwriter II XT printer. The newer printer model is \$100 more than the M6210. No delivery has been made for the M6210 printer ordered previously. <div style="text-align: center; font-size: 2em; font-family: cursive;">SAMPLE</div>	\$100	\$100

AUTHORIZED DEPT SIGNATURE _____ ESTIMATED COST \$100
 SIGNATURE NAME (TYPED) Mr. Money

SPECIAL INSTRUCTIONS

APPROVALS _____ DATE _____
 COMPTROLLERS OFFICE _____

COPY DISTRIBUTION: WHITE-PURCHASING YELLOW-ACCOUNTING PINK-DEPARTMENT

It is the policy to draft specifications so as to ensure maximum practicable competition and fulfill the requirements of the user.

Brand-Name or Equal Specification

A "Brand-Name or Equal Specification" may be utilized if along with the brand-name, a description of the standard of quality, performance and essential characteristics is included on the Purchase Requisition. Even when the specifications are common industry knowledge, any essential specification required by the user shown be identified.

Brand-Name Specification

Justification for use: A brand-name specification may only be use when the Buyer makes a determination that only a specific brand-name item will satisfy the requirements of the user. Refer to Policy No. 13 for more information regarding Sole Source/Sole Make purchases.

A contract may be awarded without competitive sealed bids or proposals when the buyer makes a determination, after conducting with the requester a good-faith review of available sources, that there is only one source for the requirement. A written sole source/sole brand justification must be placed in the procurement file prior to awarding a contract on a sole source/sole brand basis.

Definitions

Sole Source - The required item or service is available from only one source.

Sole Brand - Due to the nature of the requirement only a single brand name product will meet your needs. Competitive pricing may be available from multiple sources. For example, it may be necessary to buy another Sony video camera to match others in your rental pool, however, there are several Sony dealers in the area that can bid on the requirement.

Application

If a requester feels that a procurement qualifies as a sole source or sole brand type procurement, a "Sole Source/Sole Brand Justification" form (attached) must be completed, properly approved, and submitted with the Purchase Requisition. Sole source/brand justification is required for Purchase Requisitions over \$500. The form, when properly completed and signed, serves as a recommendation to the buyer; and as such, may be approved or disapproved. If approved, the buyer will conduct negotiations as appropriate in order to obtain the price most advantageous to the University. Sole source/sole make requests which are disapproved will be submitted for competitive bid or proposal, if required by University regulations.

Completion of Form

The requester must include the following information on the Sole Source/Sole Make Justification form:

Item/Service Description:

Describe your "critical" needs, i.e., the specifications that dictate a sole source/brand.

Reason for Sole Source/Brand:

Why is the stated firm the only one that is able to meet your critical needs described above.

Substantiating Data:

List the other firms you contacted (at least 3 other firms).
State reasons why none of the other firms that you contacted
can meet your critical needs.

**Every Sole Source/Brand Justification form must be signed by the
requester. The Department Head must sign for purchases over
\$2,500.**

Revision:

1. Change dollar level in second sentence of Application paragraph on page 1 from "\$2,500" to "\$500".
2. Change last sentence on page 2 to indicate requester signature only up to \$2,500 and both requester and department head signature over \$2,500.

SOLE SOURCE/BRAND JUSTIFICATION

INSTRUCTIONS: For Purchase Requisitions over \$2,500, briefly describe item/s or services being requested and list in detail reasons for requesting sole source designation. Include substantiating data such as: companies eliminated as potential sources and reasons why, technical data, etc. Since this is a request to depart from the mandated preference for competition, assertions without support cannot be considered. Sole source requests for items costing less than \$2,500 will be processed using this form; however, signature of Department Head or Dean is not required. The University buyer may require additional information, and remains the final authority in the determination of sole source acquisitions.

Item/Service Description: _____

Reason/s for Sole Source/Brand: _____

Substantiating Data: Your response to this section must substantiate your comments in the previous section, i.e.: What other makes, models, or supplier/s did you consider and reject and why? What actual adverse effects would result from the use of other equipment or supplies? Is this your own evaluation or did you rely on a colleague's judgement?

FOR THE REASONS STATED HEREIN, _____ is the only supplier or source acceptable to furnish the requested goods or services.

Requestor, Name and Title

APPROVALS:

Department Head or Dean

Purchasing Department

Proper receiving procedures are critical to the purchasing cycle. NMHU has a Central Receiving Department responsible for the receipt of all goods delivered to the University.

Procedure for Receipt of Goods

1. All goods must be delivered to NMHU's Central Receiving Department located at 1005 Diamond Avenue, (see exception below).
2. Upon receipt of the goods, Central Receiving counts the number of packages received and compares with the quantity shown on the carrier's delivery receipt. Central Receiving compares the goods received to the Purchase Order and completes the receiving report.
3. Central Receiving delivers the goods to the using department and has the Department representative sign the Receipt section of the Receiving Report indicating their physical receipt of the items. Central Receiving leaves the receiving report with the Department.
4. The Department then has five (5) days to inspect the items to verify that they meet the specifications and to accept the purchase. Upon acceptance the Department signs the Acceptance portion of the Receiving Report and submits it to Central Receiving.

If for some reason, the Department does not want to accept the shipment, the Department would sign the Non Acceptance portion of the receiving report and return it to Central Receiving. Central Receiving will notify the buyer to resolve the problem with the vendor and the Department.

5. Finally, Central Receiving submits a completed Receiving Report to the Accounts Payable Department in the Business Office so that payment can be made to the vendor.
6. Accounts Payable matches the Receiving Report, the Purchase Order and the Vendor's Invoice and makes payment. If a match does not occur, Accounts Payable will submit any questions to the buyer for resolution.

Exception to Central Receiving's receipt of goods - Department's Pick-up of Goods

It is possible that the Department requires the goods immediately and is willing to pick-up the goods from the vendor. In this case, Central Receiving will not receive the goods. However, a receiving

report must still be completed by Central Receiving so that payment can be authorized. The following procedure should be followed:

1. The Department picks up the goods from the vendor. The Department receives an invoice or receipt from the vendor.
2. The Department immediately submits the invoice or receipt to Central Receiving. Include the PO number on the receipt or invoice, the name and location of department representative responsible for the purchase, and keep a copy of the invoice or receipt for your records.
3. Central Receiving completes the Receiving Report and takes it to the Department to sign for both receipt and acceptance.
4. Central Receiving submits the completed receiving report and invoice to Accounts Payable for payment.

Procedure for Receipt of Services

1. Since services are performed, not delivered, **it is the requesting department's responsibility to indicate completion of a service.** Payment may not be made for any service without an invoice from the Contractor and written certification from the requesting department that the service has been performed in accordance with the contract.
2. The Contractor must submit an invoice to the Accounts Payable Department for the services performed, in accordance with the contract.
3. Upon receipt of the invoice, Accounts Payable will contact the department to verify that the service has been performed and payment shall be made. The Department must sign the invoice indicating completion of the service.
4. Central Receiving does not prepare a receiving report for services.

Revisions:

1. Add procedure for completing new receiving report.
2. Add procedure for submission of invoices on purchases where goods are picked up from the vendor.
3. Eliminate the Professional Services Billing form from the Procedure for Receipt of Services.

The State of New Mexico imposes a gross receipts tax on any person engaged in business in New Mexico. The tax is a percentage of all receipts of the business. Any person doing business with NMHU must be registered with the Taxation and Revenue Department to pay gross receipts tax.

Questions about whether specific items are taxable or non-taxable should be referred to the State Department of Taxation and Revenue at (505) 841-8000. Conversations with the State office must be noted on your document.

Tangible Personal Property

NMHU is exempt, as a State agency, from paying gross receipts tax on the purchase of tangible personal property. Tangible personal property is physical items, i.e. things you can hold in your hand. NMHU will not reimburse for tax paid on tangible personal property. This applies to both the Petty Cash form and the Check Request form. Goods purchased from out of state vendors through the mail or over the phone are considered "interstate commerce" and are non-taxable. If the out of state vendor maintains an office in New Mexico or has a sales representative which visits New Mexico, the sales are taxable unless the Purchasing Department has issued a tax exempt certificate to the vendor.

Services

NMHU is required to pay tax on all services, hotel charges, freight charges, etc.

NMHU will reimburse employees for tax paid on restaurant charges.

Construction items will be determined to be taxable or non-taxable by the Purchasing Department.

Note: Photo developing and photo copying are considered a service.

Certificates

The Purchasing Department will, upon request, provide the vendor with a tax exempt certificate. The Certificate covers all transactions between the vendor and NMHU, regardless of which department requested the Certificate.

Tax Rate

The tax rate may include local tax. The applicable tax rate is the rate at the vendor's primary location, except for construction which uses the rate applicable to the construction site.

1. General

New Mexico Highlands University may acquire, maintain, protect, use, and dispose of property required to perform its mission. University property and resources may be used only for University business. For the purposes of this policy, property is defined as moveable items such as equipment costing \$1000 or more with a useful life of more than one year. University property must be managed according to University policies and applicable State and Federal law, including the following:

- State of New Mexico Law, Statutory Section 12-6-10 NMSA 1978 as amended;

University property includes all:

- equipment purchased by University departments, regardless of the source of funds used to purchase the equipment;
- U. S. Government-owned equipment used by University departments;
- components and material used to make equipment, whether furnished to, acquired by, or fabricated by the University;
- property donated to the University; and
- property loaned or leased to the University by outside organizations.

University property is in the custody of the department, which purchased, or is using the property. The department is responsible for the management and control of the property assigned to it. The dean, director, department head, or the principal investigator for government-sponsored projects, is responsible for:

- the proper use, maintenance, and security of assigned property;
- maintaining inventory records on all property in custody of the department;
- reporting any shortage, damage, loss, or theft of property; and
- disposing of University property according to University policies.

2. Acquiring Property

2.1. Purchases

All purchases of equipment are made according to University procedures, the Commission on Higher Education (CHE) rules, and the State of New Mexico Procurement Code.

2.1.1. Purchases Using Federal Funds

All purchases involving Federal funds must comply with the guidelines of the individual contract or grant, and be approved by the University Contract and Grant Accounting Office or the Controller's Office. The purchase of equipment must be necessary, in accordance with the terms of the contract or grant, and comply with U.S. Government regulations. The principal investigator must complete all required government forms.

2.2. Gifts

All gifts of equipment to the University for fair market value of \$1000.00 or more at the time of donation must be reported to NMHU Central Receiving Department. This property is then added to the University Property Inventory.

3. Use, Maintenance, and Security of Property

University departments who have custody of University property are responsible for its proper use, maintenance, and security.

3.1. Use of Property

Normally all property should be used for the purpose originally intended. However, a piece of equipment acquired for use on a federally sponsored project may sometimes be used elsewhere within the University after the project ends. The terms of the contract or grant must be complied with.

3.2. Maintenance of Property

Departments must take care of and properly maintain property to ensure the longest useful life possible. All items should be maintained according to manufacturers' recommendations or accepted standards. Departments must follow suggested schedules of lubrication, cleaning, calibration, and inspection. If preventive maintenance is not required, the property should be maintained in a clean and orderly manner.

3.3. Location and Security of Property

The location of each item of property valued at \$1000.00 or more is included in the University inventory records. Current location records must be maintained so that any item can be located for inspection or inventory purposes within a reasonable time. When property is temporarily idle or placed in storage, the department must provide adequate protection from damage or loss. Property must be protected when moved.

Departments should make adequate provisions for the physical security of the property in their custody. Areas containing equipment should be locked after business hours or at other times when not in use. Special precautions should be taken for high-value, portable items.

3.3.1. Theft of Property

Departments must immediately report the theft of any inventoried equipment to the University Campus Police Department, Central Receiving Department, and the Purchasing Department. Unexplained disappearances and losses must be reported to Central Receiving as unlocated.

4. Inventory Control and Reporting

The Central Receiving Department is responsible for overseeing the control of property assigned to University departments. The Central Receiving Department maintains inventory records and provides reports and information from equipment inventory records. Departments must ensure property tags are on *all* inventoried property.

4.1. University Equipment Inventory

The Central Receiving Department maintains the University Inventory System: a database containing information on each item of property valued at \$1000 or more. The following information is maintained on the inventory database for each item of equipment:

- NMHU identification number (per property tag)
- name or description of item
- Manufacturer, model number, and serial number
- Reference complete FOAPAL
- Department name and location where equipment is assigned
- Acquisition and assigned date to current department (if different)
- Cost

4.1.1. Adding New Items to the Inventory

If your department acquires a new item and the item does not appear on your yearly inventory list it is the department's responsibility to contact Central Receiving to make sure that it is added to your list.

4.2. Physical Inventories

New Mexico Law, Statutory Section 12-6-10 NMSA, as amended, requires New Mexico Highlands University to conduct a physical inventory of all property valued at \$1000 or more annually. The annual physical inventory also provides departments with an accurate inventory of property assigned to the department.

4.2.1. Each year, the Central Receiving Department distributes to departments a listing of the department's equipment, as currently reflected on the University inventory. Instructions, an Equipment/Furniture transfer form and a Deletion form for corrections to the inventory are provided with the listing.

4.2.2. Department administrators are responsible for completing a physical inventory and returning all forms to the Central Receiving Department by the specified deadline. The department should retain copies of inventory documents.

4.2.3. The Central Receiving Department uses the certified inventories to make adjustments and corrections to the inventory. The Central Receiving Department will remove from department annual inventories items unlocated for two (2) consecutive years and reclassify them as "unlocated" items. Department administrators are responsible for submitting a letter explaining what happened to the equipment. After one (1) additional year, University unlocated items will be carried as unlocated and written off the financial statements. Any equipment that is found in future inventories will resume normal status.

4.3. Adjustments to Inventory

Changes in a department's inventory should be reported to the Central Receiving Department as they occur throughout the year. The Equipment/Furniture transfer form and the deletion form are used to report additions to or deletions from the department's inventory. This form may also be used to request that property be tagged.

5. Disposition of Property

When an item of property is no longer useful to a department, it may be transferred to another University department, traded in on new equipment, or disposed of through the University Central Receiving Department. The department that is transferring, trading in, or disposing of the property is responsible for completing an Equipment/Furniture transfer form or deletion form and submitting it to the Central Receiving Department to ensure an accurate inventory.

5.1. Interdepartmental Transfer of Property

When equipment is transferred between University departments, no change is made in the recorded value of the equipment. The department transferring the equipment must report the transfer to the Central Receiving Department on an Equipment/Furniture transfer form.

5.2. Transfer of Assets to Another Institution

Equipment purchased with funds from contracts and grants administered by the University legally belong to the New Mexico Highlands University. If a principal investigator transfers to another institution, in general, research grants will

transfer with the principal investigator. However, contracts and grants for public service or training projects will usually remain at the University. Guidelines within the contract or grant will specify the procedure to follow if the assets are to transfer with the grant. If equipment is to be transferred then a transfer form along with a deletion form must be completed and returned to the Central Receiving Department. Any equipment not officially transferred with the grant remains with the University.

5.3. Trading In Property

If a department wishes to trade in an item of property on the purchase of a new item, the department must contact the University Purchasing Department for approval. The Purchase Requisition should identify the item to be traded in, including a full description, manufacturer, serial number, and University identification number (per property tag). The department trading in the property must send a deletion form to the Central Receiving Department.

5.4. Disposal of Surplus or Obsolete Property

Property to be disposed of (not traded in on new equipment or transferred to another University department) must be sent to the Central Receiving Department. A department that has property that is not being used should contact the Central Receiving Department. The department should complete and submit the Deletion form.

5.5 Disposal of Computer Equipment

NM State Law requires that all computers to be disposed, transferred, traded-in or cannibalized of must have all the data eradicated from the hard drive or storage media. This must be certified by Computer Network Services Group (CNS group) prior to pick up by the Central Receiving Department. The disposition of computer equipment form must contain the network engineer's name the date this procedure was preformed, the equipment, serial number and the NMHU tag number.

5.6 Disposition of Real Property

When University administration determines to dispose off any real property, the Vice-President of Finance and Administration shall submit a request for disposition to the Building and Grounds Committee. The following information should be submitted:

- A. a description of the real property; and
- B. the reason for the disposition.

Upon approval by the Board of Regents of the disposition of the property, the President should notify the Secretary of the Higher Education Department (HED) as required by the New Mexico Administrative Code 5.3.10.13. The following information should be submitted:

- A. a description of the land parcel being sold or traded, including a location map and a statement of the appraised value;
- B. the reason for the disposition; and
- C. the amount of anticipated revenue from the sale and the expected use of this revenue.

Unless otherwise agreed by the Board of Regents pursuant to written recommendation from the University administration, the Vice-President of Finance and Administration shall prepare a competitive solicitation to sell the real property at the best available price. Such competitive solicitation shall be published in an appropriate media for at least 15 days.

TITLE: DEPARTMENT SIGNATURE AUTHORIZATION

NUMBER: 17

DATE: OCTOBER 1992

PAGE 1 OF 1

Attached is a copy of the signature authorization form that must be completed by all account supervisors. The completed form will be utilized by the Business Office to verify signatures on all paperwork pertaining to release of University funds.

New Mexico Highlands University
AUTHORIZATION SIGNATURES

Date: _____ Fund/Org/Prog/Title _____

NAME **AUTHORIZED SIGNATURE (S)**

Director (only) _____

Bookstore 1 _____

2 _____

3 _____

4 _____

Print Shop1 _____

2 _____

3 _____

Any form requiring budget approval must have the signature of the Director or the Vice President responsible for the department (unless a memo is submitted w/ approval from the Director- only if the Director is away from campus). Any purchase over \$10,000 requires the approval of the Vice President for Administrative Services and the Director. All invoices must be signed by the responsible party.