

NEW MEXICO HIGHLANDS UNIVERSITY

USER'S GUIDE TO

PURCHASING AND ACCOUNTS PAYABLE

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.

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Author: Purchasing Department	Approved by: NMHU Board of Regents
Scope: Purchasing Department, New Mexico Highlands University Internal Process	Issue Date:
Version: 1.0	Revision Dates: October 1992

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