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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