
**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:

NMHU 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	%	\$	ACCOUNT 2	%	\$
10333/333	50%	100	10444/444	50%	100
ACCOUNT 3	%	\$	ACCOUNT 4	%	\$

NO	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENSION
1	1	ea	Laboratory Table model number M01234	\$200.00	\$200.00
<p style="font-size: 2em; font-weight: bold;">SAMPLE</p>					

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

SPECIAL INSTRUCTIONS

APPROVALS _____ DATE _____

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