
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

PO NO. 99999

DATE October 6, 1992
TERMS

P.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 IICK 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	IMAGEMAKER II/SYSTEM PERIPHERAL & CABLE	405.00	405.00
THIS ORDER IS PLACED IN ACCORDANCE WITH APPLE COMPUTER BEPP II PRICE AGREEMENT						
						11471.20

IMPORTANT INSTRUCTIONS

- Mail all invoices in triplicate to Comptroller.
- This Purchase Order Number must be on all Invoices, Packages, Shipping Bills and Bill of Lading.
- Use acknowledge order and advise shipping date.
- This 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