



Requisition to PO's

An Authorized Purchase Order Must Be In Place Prior To Placement Of Any Order For Goods, Services or Construction.

Requisitions are entered into Visions Portal by school or department personnel.

Requisition moves to School / Department administrator for approval.

Requisition moves to Purchasing Specialist for approval. Approved POs will be sent to the vendor by the Bookkeeper.

Requisition that need revisions will be returned to Originator.

After revisions have been made satisfactorily on Requisitions, the Purchasing Specialist will approve & issue PO.

Selected requisitions, depending on type of service, supply or dollar amount, are routed to appropriate department administrator, i.e. technology, federal grants, etc. for approval.

Procurement Code Guidelines

Documentation establishes that a contract is in place for the single Purchase (any dollar amount) via CES, GSA, the State Purchasing Division (Section 13-1-129), etc. or that a vendor is Sole Source (Section 13-1-126) per NM Procurement Code NMSA 1978.

SMALL PURCHASES

Any amount **under** \$10,000 determines that the best obtainable price has been secured from other vendors or other agencies (e.g. CES, GSA, or State Contracts).

LARGE PURCHASES

Any amount **over** \$10,000 *requires documentation* to determine that the best obtainable price has been secured from other vendors or other agencies (e.g. CES, GSA, or State Contracts).

Purchases less than \$10,000
School District requires 1 written quotes from Vendors or Contract #'s. Attach documents in Visions.

Purchases between \$10,000 & \$60,000
School District requires 3 written quotes from Vendors or Contract #'s. Attach documents in Visions.

Procurements over \$60,000
Procurement Code requires Formal Invitation to BID or RFP (Section 13-1-102 thru 13-1-117)

With proper documentation, i.e. use of Chart of Accounts, Description clearly identifies items of purchase, quote is attached and quote number is referenced on requisition, and Contract / Bid Numbers are identified (if applicable), a requisition will be created into a Purchase Order within 3 -5 business days.

Sole Source and Emergency Purchases

Prior to an award of a sole source procurement contract, school district requires documentation to be posted on the state & district's websites for at least 30 days. This is required for all sole source requests without exception, including subscriptions, dues, etc... that an agency wishes to procure via a sole source.

Link: http://www.generalservices.state.nm.us/statepurchasing/Sole_Source_Emergency_View.aspx

Emergency Contracts must be posted on local agent's website, 3 days after awarding an emergency contract. The Purchasing Specialist will determine if a purchase meets the criteria of being an "emergency".