Purpose:
N/A

Policy:
PROCUREMENT AND REIMBURSEMENT POLICY STATEMENT, PROCUREMENT PROCEDURES, AND REIMBURSEMENT PROCEDURES

I. Policy Concerning Purchasing Supplies, Materials, Equipment and Contractual Services, Reimbursement for Social Activities Connected with Professional Recruitment and Solicitation of Support for the University.

A. GENERAL INFORMATION

1. In order to ensure compliance with all Federal and State laws and the New Mexico Procurement code Chapter 13; (13-1-21 through 13-6-4, NMSA 1978) all purchases of supplies, materials, equipment and contractual services for the University will be made by the Purchasing Agent. All funds received, regardless of their source, are to be expended under the procedures set forth herein.

2. The Purchasing Agent or designee has the sole authority for ordering supplies, materials, equipment and contractual services. No individual may make a purchase without a purchase order or University credit card. Purchases made without the use of a purchase order or credit card as guarantee of payment will not be honored.

3. The New Mexico State Procurement Code states that “Procurement requirements shall not be artificially divided so as to constitute a small purchase.”
4. The purchase of personal items will not be allowed with Public Funds at any time. Examples include but are not limited to: coffee, Kleenex, cleaning supplies, Birthday cakes, decorations, employee gift items, gift cards of any type, etc.

5. Purchase orders are required for the procurement of contractual services, furniture, fixtures and equipment with a value of $1,000 or higher. Approved requisitions (request for purchase) are forwarded to Purchasing for processing. Purchasing will issue a purchase order within (5) working days of receipt of a completed and approved purchase requisition. Incomplete purchase requisitions will be returned to the department for corrections. If reimbursement is being requested, a completed purchase requisition with justification must be received in Purchasing by Tuesday at noon to allow ample time for ACH processing and/or facilitate the weekly check process at which time checks will be mailed to the address on file.

6. Professional recruitment, solicitation of support for the University and a limited number of social functions are necessary and fully justified activities for this institution; provision is hereby made for their financing and payment. The following are statements on policy and procedures as deemed appropriate by the President. Expenses of this nature which are not approved by these guidelines or as required in these guidelines will be referred to the appropriate Vice President for disciplinary action.

B. ALLOWABLE EXPENDITURES

1. Allowable expenditures are those ordinary and necessary for items required to carry out the mission of the department, project or the University. Included are such items as supplies, materials, equipment and contractual services necessary for the classroom, office or for administrative purposes. (See II. A-K).

2. The University accepts most, if not all, expenses for social activities in professional recruitment and solicitation of support for the University, provided that the relevant guidelines and procedures are followed. (See III. A & B). These items may be purchased with departmental funds at the discretion of the appropriate VP..

II. The following procedures for procurement of goods and services have been in effect since July 1, 1985. These procurement procedures are according to New Mexico State Statute, Chapter 13, Pamphlet 29. Please keep these procedures handy for your use as a reference.

A. No purchase will be allowed without an approved purchase order or credit card for guarantee of payment. Any invoice submitted for payment that does not have an approved purchase order will be forwarded to the appropriate Vice President for
disciplinary action.

B. Purchase requisitions shall contain the following

1. Proper 13 digit account number(s);
2. Complete vendor name (not initials) -
3. Complete vendor address, phone, fax number and email address-
4. Description of the physical and/or functional characteristics of the items or services (including, but not limited to model or catalog numbers) to be purchased;
5. Quality where applicable;
6. Quantity;
7. If purchase exceeds small purchase limit and is below the bidding limitations, three identical quotes must accompany purchase requisition.
8. If purchase requires bidding or request for proposal process, a complete scope of work or detailed list of item descriptions must accompany purchase requisition.
9. Actual dollar amount (Dollar amount determines if quotes or formal bids are needed. See Item I); If a budget revision is needed, the purchase requisition will not be processed and will returned to the department until a completed budget revision form is submitted to Accountant and processed.
10. Dates and location of conference or workshops with complete detailed itinerary;
11. Equipment to be repaired off-site should have serial number and inventory number listed;
12. Any application, subscription or registration forms must accompany the purchase requisition and must be completed and ready to mail with the vendor copy of the purchase order or payment. 13. All authorized signatures must be on the purchase requisition and must be original signatures and dates. Authorized signatures include department chairs, Vice President’s or President.
14. Any incomplete/incorrect requisition will be returned to the appropriate department.

C. Open purchase orders, not exceeding small purchase limit may be established each fiscal year for routine purchases. D. When ordering items on a trial basis, a purchase requisition must be submitted before purchasing will place the order. If the items are kept, a purchase order
has already been established. If the items are returned to the vendor, please notify the Purchasing Office by email or memo format to un-encumber the purchase order. E. Please notify the Purchasing Office by email or memo format when a purchase order needs to be canceled. Your account(s) will then reflect only the appropriate outstanding encumbrances.

F. If an emergency situation arises, please notify the Purchasing Office within 24 hours for guided instruction on establishing a purchase order promptly.

1. The definition of an emergency as per New Mexico Statute 13-1-127B is as follows: “An emergency condition is a situation which creates a threat to public health, welfare, or safety such as may arise by reason of floods, fire, epidemics, riots, acts of terrorism, equipment failures, or similar events and includes the planning and preparing for an emergency response. The existence of the emergency condition creates an immediate and serious need for services, construction, or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

   (a) the functioning of government
   (b) the preservation or protection of property; or
   (c) the health or safety of any person:.”

G. Purchases may be made without using the bidding process in Item I, if the items or services are under a contract with the State of New Mexico Purchasing Office, Cooperative Education Services (CES) or the General Services Administration (G.S.A.). The contract number and contract ending date must be included on the purchase requisition. Attach a copy of the contract if it has been provided to you. If it has not, please allow enough time for purchasing to obtain copies of the contracts. This will require some preplanning on your part in order to receive the desired items or services when needed.

H. Pre-payment of materials shall be limited to travel arrangements, “purchase of books and periodicals from publishers” and subscriptions, conference or workshop registration fees only.

I. Payments for purchases as per the New Mexico State Statute 13-1-158A which states that payment shall be made for:

   1. Materials which have been received, met specifications and accepted
   2. Services that have been satisfactorily performed

J. Purchases of goods and services will be made using the following guidelines and bid
procedures:

1. Tangible goods and non-professional services
   a. 0- to $20,000 - May be purchased with a direct purchase order or University credit card at the best price available. New Mexico Statute 13-1-125D.
   b. $20,001 to $60,000 - Must have three identical written quotes from three vendors (Verbal quotes may be obtained in case of emergency). **c. $60,001 and above - Formal sealed bid process. New Mexico Statutes 13-1-102 through 13-1-110.

2. Procurement of Professional Services having a value not exceeding Sixty Thousand Dollars (60,000.00), excluding applicable state and local gross receipts taxes, except for the services of architects, landscape architects, engineers or surveyors for state public works projects or local public works projects, in accordance with professional services procurement regulations promulgated by the department of finance and administration, the general services department or a central purchasing office with the authority to issue regulations (per 13-1-125 B NMSA 1978).
   a. $0 to $60,000
   b. $60,001 and above - Formal sealed request for proposal process.
   c. Professional and consultant services such as architects, engineers, land surveyors, and landscape architects) $60,000 and above - Formal sealed request for proposal process.

K. These procedures are not meant to inhibit the procurement of goods and services. They are intended to be used as a guideline for a legal, professional, and efficient purchase operations plan which protects the University.

** Detailed specifications as well as an approved purchase requisition, IRS 20 Questions, request for professional service contract and W-9 forms are required in these instances.

III. Procedures for reimbursement of expenditures.

A. The University maintains a small petty cash fund for small purchase reimbursement only (not to exceed $50.00 per day per person). The receipts (approved by the department chair/immediate supervisor) for the petty cash purchase should be submitted for payment within 15 (fifteen) working days. No receipts will be reimbursed if over $50.00 or if in violation of 15 day time limit.
B. The following expenditures may be made from appropriated monies providing an approved purchase order exists:

1. Expenditures for recruiting new faculty members and administrative officers is limited to the Human Resources Department. The amount of the expenditure is limited to:
   a. Air coach transportation for the candidate
   b. Food and lodging for the candidate
   c. Meal costs of selected WNMU employees deemed necessary by the President or Vice Presidents in connection with the particular recruiting effort.
   d. Expenditures for the candidate’s spouse will be accepted when their presence is for the benefit of the University as approved by the President.
   e. Moving expenses will need to be pre-approved by the President and are limited to $800.

2. Lunches for the Regents, invited guests, Public Advisory Boards, Alumni Board, and other similar boards concerned with University matters when approved in advance by the President.

3. Expenses of consultants made in accordance with the State Procurement Code to render services to the University when approved in advance by the President. This category could include costs of meals for a limited number of University employees (faculty or staff) whose presence is required for the specific occasion. As a general policy, expenses incurred for a spouse will not be reimbursed unless their presence is also required and is a benefit to the University.

4. Approval for entertainment costs for distinguished visitors is a function of the President.

5. Official entertaining by the President in connection with University matters and his responsibilities to various constituent such as students, faculty, staff, legislators, Regents, and others.

IV. CONFLICT OF INTEREST

Chapter 13 (13-1-190 NMSA 1978) states the following: “It is unlawful for any state agency or local public body employee, as defined in the Procurement Code (Section 13-1-28 through 13-1-199 NMSA 1978), to participate directly or indirectly in a procurement when the employee knows that the employee or any member of the employee’s immediate family has a financial interest in the business seeking or obtaining a contract”
Chapter 13 (13-1-54 NMSA 1978) Definition; employee: "Employee means an individual receiving a salary, wages or per diem an mileage from a state agency or a local public body whether elected or not and any non-compensated individual performing personal services as an elected or appointed official or otherwise for a state agency or local public body." If there are questions concerning guidelines or their interpretations, individuals should seek prior approval from the Purchasing Office.

**Procedures:**
None