

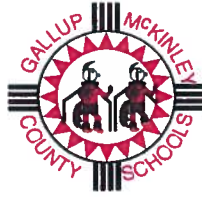
GALLUP-McKINLEY COUNTY PUBLIC SCHOOLS
GALLUP, NEW MEXICO

MIKE HYATT
Superintendent

JVANNA HANKS II
Assistant Superintendent of Business Services

KAREN JAMES
Director of Fiscal Services

CENIN GABAY
Controller



MARCO A. ABEITA, C.P.P.B.
Procurement and
Business Services Director

LISA GARCIA
Director of Discretionary Programs

January 30, 2019

PROCUREMENT POLICY MEMORANDUM NO. FY19-02
SMALL PURCHASE REQUISITIONS TIMELINE REQUIREMENT

The following policy regarding the handling of Small Purchase Requisitions and amount of time required prior to processing (event), is effective the date of this Memorandum. This policy applies to procurement of goods and services for District purposes and Student Activity Fund purposes.

All requisitions, which qualify as a Small Purchase, herein defined as a single purchase request of ten thousand dollars (\$10,000.00) or less, must be to Procurement ("AP" next approver in Infinite Visions) no later than two business days (48 hours) prior to the need/event. Procurement will timely process requisitions and provide the Purchase Order, in accordance with the policy regarding "Purchase Order Handling" (latest policy issued). Requisitions not timely submitted are subject to not being processed at the discretion of Procurement.

End Users are cautioned to plan accordingly to allow ample time for requisitions to be input and all necessary approvals to reach "AP" to comply with this Policy Memorandum. Further, requisitions may be delayed due to failure to provide all pertinent information (who, what, when, where, etc.). Procurement requirements shall NOT be artificially divided so as to constitute a small purchase under this policy.

Notwithstanding this Policy, Procurement will still be responsible to ensure the Purchase Requisitions comply with all applicable regulations, statutes, and other requirements PRIOR to processing.

Requisitions which do not qualify as a "Small Purchase" shall continue to be processed in accordance with all applicable statutes and regulations.



Marco A. Abeita, CPPB
Procurement and Business Services Director