

CIMARRON MUNICIPAL SCHOOLS

165 N. COLLISON AVE., CIMARRON NM, 87714
Phone: (575) 376-2445 Fax: (575) 376-2442

“A Legacy of Excellence”

Purchasing Procedure

1. A paper requisition form must be completed for all purchases. All fields must be completed on form. If items are over \$5,000, additional information is required.

PURCHASE PRICE:

\$5,001 to \$10,000
\$10,001 to \$20,000

REQUIRED ACTION:

Requires three (3) oral, telephoned, or written quotations. (Complete section A)
Requires three (3) written quotations. Enter in section A. below and attach quotations.

2. Building Principal/Director must approve and sign off on paper requisition. Once approved, send to District Office for Superintendent approval.
*Incomplete forms will be sent back to school site.
3. Once approved by Superintendent, paper form will be sent back to school site to be entered into Visions. Once entered, please stamp with date and send back to District Office so the PO has all necessary paperwork.
4. Electronic requisition will go through the normal approval process and a PO will be generated.
5. Once PO is generated/printed, orders will be placed from District Office.
6. All orders will be shipped to District Office.
7. Once received, District Office will verify order contents, tag if necessary, and distribute to appropriate site.
8. Once order is complete and all items are received; payment will be released and processed by District Office.

Please submit paperwork as early as possible to ensure your products can be ordered/received as soon as possible. It does take time for all of the approvals.

If an order is placed before a Purchase Order has been generated, the buyer will assume responsibility for payment.

Questions: Please contact Angelica Gonzales, Accounts Payable at District Office.
575-376-2445 ext 101 angonzales@cimarronschools.org

REQUISITION/RECORD OF QUOTATION

CHECK APPROPRIATE PRICE OR SOURCE ON ALL PURCHASE REQUESTS

Small Purchases with Direct Purchase Order for products and nonprofessional services.

PURCHASE PRICE:

- 1. __\$0 TO \$5,000
- 2. __\$5,001 to \$10,000
- 3. __\$10,001 to \$20,000
- 4. __Sole Source:
- 5. __CES

REQUIRED ACTION:

- Requires purchase at best obtainable price. (Complete Section B. only)
- Requires three (3) oral, telephoned, or written quotations. (Complete section A)
- Requires three (3) written quotations. Enter in section A. below and attach quotations.
- Requires documentation that a good faith review of available sources has been conducted.
- Cooperative Educational Services Purchase. (No quotations required, go to Section B.)

NOTE: If number 2, 3, or 4 was checked the required information must be entered in section (A.) below.

Construction or tangible property Sealed Bids:

- * Under \$25,000, considered small purchase follow above
- * Over \$25,000, requires formal sealed bids

Professional Services (requires a license):

- * Under \$30,000, best obtainable price (BOP)
- * Over \$30,000, required bid

Fixed Assets/Inventory:

- * Capitalized items over \$5,000

(A) IN COMPLIANCE WITH POLICY THE FOLLOWING QUOTES WERE OBTAINED

Date	Name of Vendor	Phone Number	Person Contacted	Price Quoted

Recommended Vendor: _____ Reason: _____

Signature: _____ Date: _____

(B) REQUISITION INFORMATION

	Quantity	Catalog Number	Description of item-Name,Model,No.,Etc.	Color	Unit Price	Total Price
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
					Shipping & Handling	

ACCOUNT/FUND _____

GRAND TOTAL \$ _____

Vendor: _____

Requested By: _____ Date

PHONE # _____

Approved/Principal or Director _____ Date

FAX# _____

Approved/Superintendent _____ Date

Project/Location: _____

REQUISITION INFORMATION

	Quantity	Catalog Number	Description of item,Name,Model,No.,Etc.	Color	Unit Price	Total Price
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.					Shipping & Handling	
					GRAND TOTAL	\$