

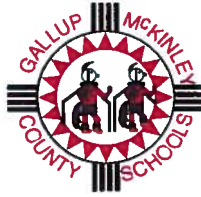
GALLUP-McKINLEY COUNTY PUBLIC SCHOOLS  
GALLUP, NEW MEXICO

**FRANK CHIAPETTI**  
Superintendent

**MIKE HYATT**  
Associate Superintendent Business/Human Resources

**JVANNA HANKS II**  
Chief Financial Officer

**KAREN JAMES**  
Director of Fiscal Services



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

**BART STANLEY**  
Director of Student Information  
Systems & E-Rate

**CENIN GABAY**  
Controller

July 19, 2016


**PROCUREMENT POLICY MEMORANDUM NO. FY17-002**  
**AFTER THE FACT PURCHASES**

Over the past several years, the District has experienced issues with After The Fact Purchases, whereby a Purchase Order has NOT been issued PRIOR to the delivery of goods or services.


Effective immediately, the District will NOT process requests which are "After The Fact". Further, the District shall NOT be liable for any charges incurred without a VALID Purchase Order.

- Employees are cautioned that they may be held personally liable by the vendor for the charges for the items ordered or services requested without a VALID Purchase Order. In addition, employees may be subject to disciplinary action.
- Vendors are cautioned that the District will not provide payment for goods delivered or services rendered without a VALID Purchase Order. In addition, the District reserves the right to proceed with suspension or debarment proceedings for vendors who continually provide goods or services without a VALID Purchase Order.

Your immediate attention to this matter is greatly appreciated. Please contact Procurement should you have further questions or require clarification.

  
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Marco A. Abeita, CPPB  
Procurement and Business Services Director

**CONCURRED BY:**

  
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Frank Chiapetti, Superintendent