

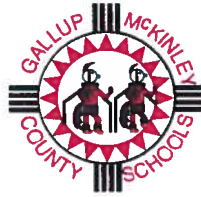
GALLUP-McKINLEY COUNTY PUBLIC SCHOOLS
GALLUP, NEW MEXICO

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. FY19-03

PURCHASE ORDER HANDLING

This policy is issued to update the handling of Purchase Orders once approved, and to provide clarification of the end user's responsibilities. This policy supersedes Policy Memorandum No. FY17-003.

ALL Purchase Orders (District and Student Activity Fund) shall be mailed (US Mail) to the vendor EXCEPT for the following:

- Local Vendors. Purchase Orders will be emailed to the designed individual at the school site or department. The designated individual shall print the Purchase Order so that all pertinent information is on the printed document (including the PO number). The intent is for the printed PO to be presented to the local vendor, purchase the items listed on the PO, and promptly submit the signed Invoice to Accounts Payable.
 - Local Vendors shall be defined as vendors with a "storefront" and goods available for the end-user to purchase at the store, within McKinley County or Window Rock, Arizona.
 - Purchase Orders are intended for a one (1) time use ONLY.
- Athletics and Student Travel (meals, entry fees, hotels, etc.) will be emailed to the Athletic Director or designated individual.
- Electronic Mail (E-Mail). Procurement will email Non-Local PO's directly to vendors known to regularly accept or request PO's electronically. Procurement will NOT email Non-Local PO's to school sites/departments (end users) to send to vendors or account representatives.

Procurement reserves the right to make exceptions based on the individual situation/circumstance. However, the individual exception shall NOT be interpreted as a permanent replacement for this policy.

Misuse or misrepresentation of Purchase Orders provided to individuals may result in POs no longer being emailed to school site or department.

Marco A. Abeita, CPPB
Procurement and Business Services Director