

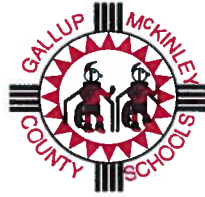
GALLUP-McKINLEY COUNTY PUBLIC SCHOOLS
GALLUP, NEW MEXICO

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. FY17-003

PURCHASE ORDER HANDLING

This policy is issued to clarify the handling of Purchase Orders once approved and printed, and to provide clarification of the end user's (requestor's) responsibilities. In addition, this policy is being issued to reduce duplicate orders.

All Purchase Orders shall be mailed (US Mail) to the vendor EXCEPT for the following:

- Local Vendors. Purchase Orders will be placed in the school site/department's mailbox located at the Student Support Center. The requestor shall proceed to the local vendor, purchase the items listed on the PO, and promptly submit the signed Invoice to Accounts Payable.
- Electronic Mail (E-Mail). Procurement will email PO's directly to vendors known to regularly accept or request PO's electronically. Procurement will NOT email PO's to school sites/departments (end users) to send to vendors or account representatives. Please provide the email address to Procurement to email directly to the vendor.
- Facsimile (Fax). Procurement will fax PO's directly to vendors, when requested. Please provide the fax number to Procurement.
- Transportation, Motor Pool and Maintenance & Operations. Procurement will work with these departments to implement procedures to minimize the disruption of operations.

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.

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

A handwritten signature in blue ink, appearing to read "Marco A. Abeita", is written over a horizontal line.

Marco A. Abeita, CPPB
Procurement and Business Services Director