

**Northern New Mexico College
ADMINISTRATIVE POLICY**

Subject:	Institutional Purchasing Policy
File Reference:	1.18
Date Approved By Board of Regents:	February 17, 2005
Replaces Policy Approved On:	September 25, 2001

Purpose:

Policy:

Amendment to Purchasing Policy
Amend the current purchasing policy for services, tangible personal property, and construction by:

1. Increasing the amount of direct purchase from \$1,500 to \$2,500.
2. Increase the telephone quotation amount from \$1,500 to \$2,500.

Regulations for services and tangible personal property include the following:

1. Purchase direct if best obtainable price is under \$2,500.
2. Obtain three telephone quotations if over \$2,500, but under \$5,000.
3. Obtain three written quotations if over \$5,000, but under \$10,000.
4. Obtain formal bids if over \$10,000 by advertising in at least one general newspaper.

Regulations for construction include the following:

1. Purchase direct if best obtainable price is under \$25,000.
2. Obtain formal bids if over \$25,000 by advertising in two general area newspapers.

There is a need to increase the construction purchasing amount because of all the renovations that have been on-going on both campuses. This will help minimize the time and advertising cost with the bid process.

Approved by Board of Regents Sept 25, 2001

Requested Adoption of NM Statute 13-1-125C as an Institutional Purchasing Policy. Institutions like Northern New Mexico Community College are allowed to incorporate into their policies for procurement such statements as contained in NM Statute 13-1-125C for the purchase of small items (under \$10,000). The College has been following a policy that states that the maximum expenditure allowable under small purchases for professional services is \$10,000 since the law allows \$20,000.

The Board of Regents approved the policy for small purchases up to \$20,000.

Procedures:

**Cross
Reference:**

