APS PROCUREMENT PROCESS FLOW CHART (Services)

Needs are recognized by the Site Administrator. Specifications or Statement of Work Developed.

Will vendor have unsupervised access to students?

NO

Enter a requisition. Include description of work, date(s) of service, and use a separate line for tax. WAIT FOR PURCHASING TO ISSUE A PURCHASE ORDER. DO NOT ALLOW SERVICES TO BE PERFORMED WITHOUT A PO OR USE THE REQUISITION NUMBER TO PLACE THE ORDER.

Is this a recurring service throughout the year?

YES

A CONTRACT IS REQUIRED. Is there an existing contract (either in APS Purchasing or with the State, City, UNM, etc.)?

YES

Purchasing must first review and approve is using an outside contract.

NO

Is the purchase over $60,000?

NO

You may be able to use a Professional Services form (PSA). Contact Procurement to see if vendor has other PSA’s in place.

YES

Can you use a PSA form?

YES

All signatures, including Purchasing must be in place prior to work beginning.

NO

Enter a requisition. In the Description list the PA number, description of work and dates of service. Add a separate line for tax. If quotes are required, provide in a PO comment.

APS is NOT exempt from gross receipts tax on services.

WAIT FOR PURCHASING TO APPROVE AND ISSUE THE PURCHASE ORDER TO THE VENDOR. NEVER PLACE AN ORDER AGAINST A REQUISITION NUMBER.