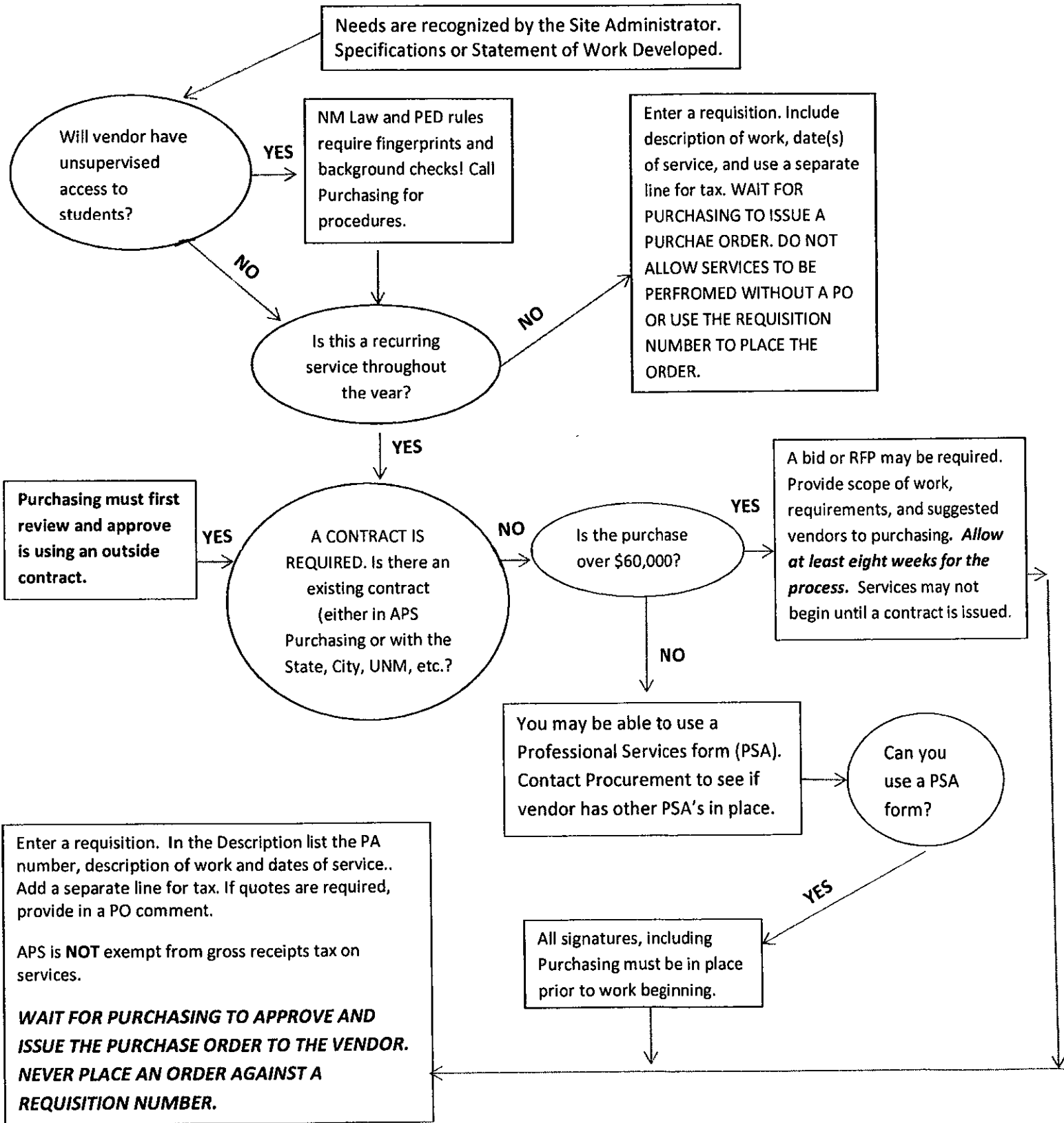


APS PROCUREMENT PROCESS FLOW CHART (Services)



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

Will vendor have unsupervised access to students?

YES
 NM Law and PED rules require fingerprints and background checks! Call Purchasing for procedures.

NO
 Is this a recurring service throughout the year?

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.

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

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

NO
 Is the purchase over \$60,000?

YES
 A bid or RFP may be required. Provide scope of work, requirements, and suggested vendors to purchasing. Allow at least eight weeks for the process. Services may not begin until a contract is issued.

NO
 You may be able to use a Professional Services form (PSA). Contact Procurement to see if vendor has other PSA's in place.

Can you use a PSA form?

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

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.