



Tami J. Coleman
CHIEF FINANCIAL OFFICER

July 1, 2018

To: APS Staff

From: Tami J. Coleman, Chief Financial Officer

Re: Appropriate Uses of Check Request

Appropriate Uses of Check Request

- Note: A Purchase Order physical paper document is not generated when entering a check request and a physical paper document will not be sent to vendor.
- Note: Invoices from vendors must be sent to Accounts Payable in order to obtain a check. Accounts Payable staff will not retrieve the vendor invoice from Attach It.

The check request process is primarily used for the following type of purchases:

- License Fees/Permit Fees/Annual Filing Fees
- Notary Public application fees to the State of New Mexico
- Payments for electrical, plumbing, and gas licenses for APS M & O employees as required by job description and approved by APS Maintenance and Operations
- Payments for U.S. Postal Service for postage and meter refills
- Refunds
- Reimbursements
- Prior approval from Executive Director of Procurement/Accounts payable or designee for any other purchases on a case by case basis.

Prohibited Use of Check Request

The following are prohibited uses of the check request process:

- Payment for a purchase that is subject to competition, state procurement code law or APS procurement policies.
- Payment for books from distributors (Barnes & Noble, Scholastic, etc.).
- Payment to external bus contractors.
- Payment for furniture or equipment- any amount.
- Payment for services of any type at any amount.
- Payment for supplies (office supplies, classroom supplies, janitorial supplies etc.).
- Payment to pay an invoice that does not have an approved purchase order.
- Payment for supplies or services that have already been provided without an approved purchase order.

Note: Do not instruct vendors to deliver goods or services until obtaining an approved purchase order from the Procurement Department.