

**RESOLUTION 2019-8**  
**A RESOLUTION REPEALING RESOLUTION 2018-13, ENTITLED THE**  
**“LINCOLN COUNTY PURCHASING POLICY” AND RE-ADOPTING THE**  
**EXISTING “LINCOLN COUNTY PURCHASING POLICY.”**

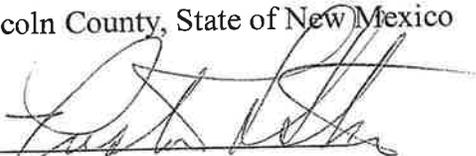
**WHEREAS**, the Board of County Commissioners of Lincoln County, meeting in regular session on October 16, 2018, did review the following purchasing policy; and

**WHEREAS**, the Board of County Commissioners of Lincoln County did determine that the following Lincoln County Purchasing Policy does meet or exceed the requirements of the State of New Mexico purchasing laws.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of County Commissioners re-adopts the Lincoln County Purchasing Policy as indicated in this policy of Resolution 2019-8.

**PASSED, APPROVED AND ADOPTED** this 20<sup>th</sup> day of August 2019.

Board of Commissioners  
Lincoln County, State of New Mexico

  
\_\_\_\_\_  
Preston Stone, Chairman

  
\_\_\_\_\_  
Dallas Draper, Vice-Chair

\_\_\_\_\_  
Elaine Allen, Member

  
\_\_\_\_\_  
Thomas F. Stewart, Member

  
\_\_\_\_\_  
Dr. Lynn Willard, Member

ATTEST:

  
\_\_\_\_\_  
Whitney Whittaker, County Clerk



**LINCOLN COUNTY PURCHASING POLICY**  
**RESOLUTION 2019-8**

**1.0 SECTION I: GENERAL PROVISIONS**

**1.1 User Applicability**

These procedures and provisions relate to all departments, agencies, personnel, individuals or other users authorized to make purchases from public funds budgeted, controlled by or otherwise under the supervision of Lincoln County Government.

**1.2 Administration**

The responsibility for administration of the provisions of this policy shall be under the Lincoln County Manager. The Purchasing Agent shall have the responsibility and authority to insure that all provisions of law and this policy are followed and shall be authorized to issue any supplement consistent with this policy deemed necessary to administer, manage or clarify this policy. Supplements shall be approved by the County Manager and certified copies of all supplements shall be attached to and made a part of this policy. The Purchasing Agent shall be responsible for having the knowledge to insure that all provisions of this policy and all other purchasing concerns and activities of Lincoln County are appropriate and consistent with the most current, generally accepted purchasing techniques, and all provisions of law. Upon the absence of the County Manager, the Finance Director will be responsible for approval of provisions as set forth in the policy.

**1.3 Purchasing Agent and Purchasing Office**

The Purchasing Agent and Purchasing Office are the general terms for the individuals or offices designated by the County Manager to fulfill the responsibility and functions of the Purchasing Agent and Purchasing Office as provided in this policy. The terms Finance Department and Finance Director are used to describe the office and/or personnel directly responsible for establishing accountability procedures in relationship to the purchasing function.

**1.4 Authorized Purchasers**

Only individuals authorized by the directors or top level supervisors of the applicable users shall be permitted to make Lincoln County purchases. Such authorization shall be submitted to the Purchasing Agent on form FD-1 to include name and written signature of all authorized users. All authorized users shall receive and sign for a copy of the policy, and such users shall thereby be responsible for the knowledge and appropriate compliance and use of the provisions of this policy.

**1.5 Definition of a Purchase**

For the purpose of this policy, a purchase includes the execution of any expense to be paid out of County supervised funds.

**1.6 Unauthorized Purchases**

Any purchase which is not legally and appropriately approved within the County budget or by other County Commission action, or which does not substantially comply with the provisions of the State Statues, particularly the State Procurement Code, and the provisions

of this policy shall be considered an unauthorized County purchase, and thereby not subject to payment by the County. The County hereby declares and establishes that it will assume no responsibility for payment of unauthorized purchases. Furthermore, any individual initiating or otherwise executing any unauthorized purchase is solely responsible for payment. All authorized purchases shall be legally budgeted or approved within an appropriate fund, or within an appropriate line item as approved by Lincoln County Commission. Purchases which are not within the authorized budget, or otherwise have not received County Commission approval are unauthorized purchases. All questionable purchases shall be submitted to the County Manager for review, and determination shall be made by the County Manager regarding their being authorized or unauthorized purchases under the provisions of this policy.

**1.7 Penalties**

Any business or person that willfully or knowingly violates the Procurement code is guilty of:

A. A misdemeanor if the transaction involves fifty thousand dollars (\$50,000) or less; or

B. A fourth degree felony if the transaction involves more than fifty thousand dollars (\$50,000). Procurement Code violations are not longer simply a misdemeanor. A fourth degree felony if the transaction involves more that \$50K. Misdemeanor if the transaction involves \$50K or less. To be a violation, the conduct must first be "willful" violation of the Code.

**1.8 Consistency with State Procurement Code**

The provisions of this policy are subject to change as per the revised State Procurement Code. Any revision thereof that is inconsistent with the provisions of this policy shall rule. All purchase users shall be given a copy of such revisions and notified that they are in effect.

**1.9 Amendment**

Amendment of this policy shall be executed by resolution approved by the Board of County Commissioners.

**1.10 Interpretation of Policy and Supplements**

In any case that a provision of the purchasing policy is vague or unclear, the County Manager may provide a written supplement for clarification so that the provision shall be implemented consistently by all departments and offices.

**2.0 SECTION II: STANDARD PURCHASING PROCEDURES**

**2.1 Standard Purchases Procedures Applicability**

The provisions of this section apply to all standard or non-emergency purchases, and are hereafter referred to as "standard purchasing procedures" in this policy. "Standard Purchases" are described as systematic, planned and necessary purchases for administration and operation of a project, division, and/or department. There shall be no exception to these standard procedures except as provided in "Non-Standard, Urgent (FD-6) and Emergency Purchases (FD-14) Procedures": in Section III of this policy.

## **2.2 Initiating a Purchase: Purchase Requisition**

Standard purchases may be initiated either by use of a completed Lincoln County Purchase Requisition (FD-2) submitted to the Purchasing Office or by electronic submission in the format specified by the AS-400 by an authorized purchaser with access to our system and as recorded in the Purchasing Office. If the Purchase Requisition (FD-2) is used it shall include pertinent information as required by the Purchasing Agent to include but not necessarily limited to:

- A. Vendor to whom the purchase order will be issued.
- B. Quantity - Specify approximate number per unit being requested. Units may be "each", "box", "gals", "reams", "pounds" etc.
- C. Description - The description of the items or services should be sufficiently complete to identify the item being purchased and to allow processing of the requisition without requesting additional information. Common use items may be identified by brand names.
- D. Unit cost, or estimated cost, if exact cost cannot be determined.
- E. Department -Department initiating the requisition.
- F. Date - Date the requisition is prepared.
- G. Department Head or Authorized Agent -Signature. (Should match information as submitted on FD-1)
- H. GSA Number or BID Number, State Purchasing Contract or Lincoln County Bid Number.
- I. General Ledger Account Number - The appropriate budgeted fund, department and line item number must be shown on each requisition in order for the costs of the items purchased to be appropriately charged. It is the authorized user's (as described in 1.4 of this policy) responsibility to assign the line item account number to the requisition.

Requisitions may include multiple line items PROVIDED they are within the same fund.

Requisitions which do not include the above information will be refused by the Purchasing Agent or representative. After a sufficient requisition is accepted by the Purchasing Office, the Purchase Order will be processed.

## **2.3 Purchase Orders**

Prior to executing the purchase, the vendor must receive the purchase order or purchase order number. Purchases executed prior to obtaining a purchase order are considered unauthorized, except as otherwise provided in "Non-Standard and Emergency Purchasing Procedures", Section III of this policy. The purchaser shall inform the vendor that the purchase order number must be included on the invoice submitted to the County for payment. If a change to the purchase order is necessary due to adding or subtracting of goods, form FD13 Purchase Order Change/Cancellation must be filed in the Finance Department.

## **2.4 Invoices**

An invoice is an itemized document submitted by the vendor to the County for payment for material or services provided to the County. It is the responsibility of the department to

insure that a purchase order is provided to the vendor when ordering materials or services and the vendor shall include the purchase order number on the invoice submitted to the County for payment. Exceptions to this policy must meet all criteria as outlined in Section 3.2.2 of this policy.

**2.4.1 Verification of Invoices**

Authorized personnel of the ordering department will verify the correctness of invoices, including purchase order number, pricing and that all goods have been received. Invoices shall be approved by authorized personnel of the ordering department (should match information as submitted on FD-1).

**2.4.2 Processing for Payment**

It shall be the responsibility of the Finance Office to insure that all invoices received are appropriately authorized prior to payment. It is the responsibility of the Finance Administrator to ensure that appropriate procedures are established and followed for payment of invoices, and that payments are made in a timely manner, and to insure that discounts are taken and late charges avoided.

**2.5 Over Expenditures**

Requisitions shall not be initiated and purchase orders shall not be issued, approved or processed in cases that line items will be over expended, except as approved by the Finance Director in accordance with State and County regulations and provisions, and provided there are legally sufficient budget balances available otherwise. It shall be the primary responsibility of the purchase user to insure sufficient funds are available prior to initiating a purchase. The Finance Administrator shall provide sufficient information; data or reports, upon request, to keep purchasers properly updated on budget balances, and shall notify any office, department or agency head, after analysis of the monthly budget report, of any indications of an existing or impending budget balance problem.

**2.6 Competitive Purchases**

Purchase users shall attempt to insure that all purchases are made at the best possible prices, and purchases shall be made in accordance with the following provisions. The dollar limits assigned to each category apply to the cost of the total order, not to the cost of each item.

- A. \$2,500 or Less:** Purchases shall be made at the best obtainable price (according to State Statute 13-1-125 C).
- B. \$2,501 to \$20,000 :** Purchases shall be made at the best obtainable price after three (3) bona fide written or telephone quotes from different vendors (using form FD-3) have been solicited for the items(s) being purchased. Form FD-3 must be submitted to the Purchasing Department to support the purchases.
- C. \$20,001 to \$ \$ 60,000:** (Except as stated in Sections 2.6 E and F of this policy). All purchases exceeding \$\$20,000 shall be appropriately initiated, processed and executed through the Purchasing Agent, and require either three (3) bona fide written quotes or State/Federal Purchasing contract, if available.
- D. \$ \$60,001 and Above:** Pursuant to State Statute 13-1-104 all purchases exceeding \$

\$60,000 require formal bid procedures as specified by State regulations and shall be processed and executed by the Purchasing Agent after receiving approval from the County Manager to advertise for bids. Such purchases must be approved in the current budget and, if deemed appropriate, the county manager may request approval of the County Commission to go out for bid. Such bids exclude the amount of state and local gross receipt taxes from price evaluation of the small purchase cap. The central purchasing office shall maintain for a minimum of three (3) years records of all competitive sealed bids or proposals. Excludes amount of state and local gross receipts taxes from price evaluation of the small purchase cap. The central purchasing office shall maintain for a minimum of three (3) years, records of all competitive sealed bids or proposal.

- E. **Telephone and Written Quote Exceptions:** In the event there are not three (3) known vendors which have materials or services available, less than three (3) quotes are permissible provided the user verifies on the requisition that every reasonable attempt has been made to obtain three (3) quotes, and the quotes obtained will be included with the requisition. Sole source documentation must be included with the requisition when the above procedures have been followed, but there is only one vendor available. When a vendor has a State or Federal Purchasing Contract, or if a vendor has an agreement or contract with the County to provide materials or services, multiple quotes are not required.
- F. **State or Federal Purchasing Contract and Cooperative Bid Exceptions:** Direct purchases may be made in cases that a vendor has a State or Federal Purchasing Contract recorded in the Purchasing Office. Also, the County may purchase items cooperatively through another public body's bid process consistent with State regulations.
- G. **Bid Specifications:** Specifications should be written primarily to address the need of the County for a specific item to perform a specific function. Specifications written for purchases shall not be "closed or exclusive," or otherwise written in such a way as to intentionally favor or exclude a vendor. Reference to specific types or quality shall be followed by wording "or equal" and all specifications regardless of wording shall be considered as "or equal."

## 2.7 Sole Source Purchase SB 182 (HELP)

A sole source purchase is permissible when there is only one (1) vendor that can provide an item or service. The department head shall certify on a sole source form (FD-5) that a good faith effort has been made to contact other vendors in the general overall geographical region that the sole source has been located, and that the item or service is the only source found to be available in the region. The Purchasing Agent shall certify that

1. every effort has been made to determine if there is a Federal Purchasing or State Contract for the item or service requested and
2. that negotiations, as appropriate, have been conducted with the sole source vendor to determine that it is the best obtainable price. The central purchasing office shall maintain for a minimum of three (3) years, records of all sole source procurement. The record of such procurement shall be public record and shall contain:

- A. The contractor's name and address:
- B. The amount and term of the contract

- C. A listing of the services, construction or items of tangible personal property procured under the contract; and
- D. The justification for the procurement method form FD-5.  
A new section of the Procurement Code is enacted to read:

**“SOLE SOURCE CONTRACT—NOTICE—PROTEST**

- A. At least thirty days before a sole source contract is awarded, the state purchasing agent, a central purchasing office or designee of either shall post notice of the intent to award a sole source contract on its website. If a central purchasing office does not maintain a web site, it shall post the notice on the state purchasing agent’s website. The notice shall identify at a minimum:
  - 1. The parties to the proposed contract;
  - 2. The nature and quantity of the service, construction or item of tangible personal property being contracted for; and
  - 3. The contract amount.
- B. Any qualified potential contractor who was not awarded a sole source contract may protest to the state purchasing agent or a central purchasing office. The protest shall be submitted in writing within fifteen calendar days of the notice of intent to award a contract being posted by the state purchasing agent or central purchasing office.”

**“COMPETITIVE SEALED BIDS AND PROPOSALS—RECORD MAINTENANCE.—**A central purchasing office shall maintain, for a minimum of three years, all records relating to the award of a contract through a competitive sealed bid or competitive sealed process.”-----SB182.

**2.8 Fixed Asset Purchase**

All capital outlay purchases are considered fixed assets pursuant to State Statute 12-6-10 and shall be noted as such on the purchase requisition. The following documents shall be completed as applicable, Form FD-10 FIXED ASSETS ADDITION, Form FD-11 FIXED ASSETS DELETION FORM and Form FD-12 FIXED ASSETS TRANSFER FORM. It shall be the responsibility of the Purchasing Office to screen all purchases and identify and process fixed assets in accordance with all current State and County Provisions and Laws regarding fixed assets.

**2.9 Procurement of Professional Services**

All professional services having a value not exceeding sixty thousand dollars (\$60,000) will be procured at the best negotiated price as pursuant to State Statute 13-1-125 C

**2.10 Personal Use Prohibited**

There shall be no purchases made for personal or private use.

**3.0 SECTION III: NON-STANDARD, URGENT AND EMERGENCY PURCHASING PROCEDURES**

**3.1 Non-Standard, Urgent and Emergency Procedures:  
General Provisions**

The provisions of this section apply to all purchases other than purchases subject to the standard purchasing procedures as specified in Section II of this policy. Generally, this section includes all purchases which are justifiably urgent or are emergencies, and cannot, therefore, reasonably follow the standard processing and other non-standard procedures of this policy. It is the responsibility of the Authorized Purchaser to insure that all purchases made under provisions of this section are immediate and unforeseen. Questionable purchases shall be reported to and reviewed by the County Manager.

**3.2 Emergency or Urgent Purchases**

Emergency purchases (FD-14) are authorized purchases only in cases which are justifiable, necessary and cannot be delayed until the standard purchasing procedures can be utilized. As pursuant to State Statute 13-1-127B an emergency condition is a situation which creates a threat to public health, welfare or safety such as may arise by reason of floods, epidemics, riots, equipment failures, acts of terrorism, or similar events and includes the planning and preparing for an emergency response. The existence of the emergency condition creates an immediate and serious need for services, construction, or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. the functioning of government;
2. the preservation or protection of property; or
3. The health or safety of any person

Purchases which could have been reasonably pre-planned or anticipated shall not be considered as an emergency or urgent purchase. Emergency procurements shall be made with competition as is practicable under the circumstances. Emergency or urgent purchases are permissible provided they are in accordance with the following provisions.

Emergency procurements shall not include the purchase or lease purchase of heavy road equipment. The state purchasing agent or a central purchasing office shall use due diligence in determining the basis for the emergency procurement and for the selection of the particular contractor. The determination shall be in writing and included in the procurement file.

A new section of the Procurement Code is enacted to read:  
"EMERGENCY CONTRACT—NOTICE—PROTEST

- C. When an emergency contract is awarded, the state purchasing agent, a central purchasing office or designee of either shall post notice of the intent to award an emergency contract on its website within three (3) business days. If a central purchasing office does not maintain a web site, it shall post the notice on the state purchasing agent's website. The notice shall identify at a minimum:
  4. The parties to the proposed contract;
  5. The nature and quantity of the service, construction or item of tangible

- personal property being contracted for; and  
6. The contract amount.

D. Any qualified potential contractor who was not awarded an emergency contract may protest to the state purchasing agent or a central purchasing office. The protest shall be submitted in writing within fifteen calendar days of the notice of intent to award a contract being posted by the state purchasing agent or central purchasing office.”

### **3.2.1 Urgent Purchases**

An urgent purchase is a purchase which justifiably requires immediate purchase, and which cannot reasonably or practicably be telephoned in to the Purchasing Office to obtain a purchase order number prior to the purchase being made. A written explanation on form FD-6 shall be submitted three (3) normal working days after the purchase is made. In cases that an invoice is received by the Purchasing Office prior to form FD-6 being submitted, processing shall not proceed. All urgent purchases (form FD-6) shall be approved by the top level office or department head, or designee as stated on form FD-1 Authorized Purchasers.

### **3.2.2 Emergency Purchases**

An emergency purchase (FD-14) is permissible when there is an existing condition which creates a threat to public health, welfare or safety such as may arise by reason of floods, epidemics, riots, equipment failures, acts of terrorism, or similar events, and includes the planning and preparing for an emergency response. The existence of the emergency condition creates an immediate and serious need for procurement of items or services or construction that cannot be met through normal procurement methods and which would seriously threaten the functioning of government; the preservation or protection of property; or the health or safety of any person. An emergency condition must be determined by the County Manager and concurred in by the Chairman of the Board of County Commissioners. The central purchasing office shall maintain for a minimum of three (3) years, records of all emergency procurement. The record of such procurement shall be public record and shall contain:

1. The contractor's name and address.
2. The amount and term of the contract.
3. A listing of the services, construction or items of tangible personal property procured under the contract; and
4. The justification for the procurement method must be recorded on form FD-13.

A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the procurement file.

### **3.2.3 Urgent or Emergency Requisitions**

All urgent or emergency requisitions shall have the words "Urgent" or

"Emergency" written on the top as is applicable, and shall be accompanied by a receipt or invoice for the purchase.

### **3.3 Telephone Orders and Repairs**

All orders for new telephones or telephone repairs must be initiated and processed through the Finance Office to insure appropriate and legal purchasing procedures are followed, and to insure appropriate record keeping.

### **3.4 Open Purchase Orders**

For the purpose of this policy, open purchase orders are purchase orders which are utilized for numerous and repeated daily purchases which are anticipated over an extended period of time, not to exceed 31 days.

- A. Authorization to use open purchase orders in all cases shall require prior approval by the County Manager after written justification for using open purchase orders is submitted on form FD-7.
- B. A written requisition shall be submitted for each vendor each time that an open purchase order is requested. The words "OPEN" must be marked boldly on the requisition before it may be used for multiple purchases and an estimated amount must be stated. The period for each open purchase order shall begin on the date issued and end on the last day of the month it is issued.
- C. Actual invoices for the purchases made against an open purchase order shall be submitted to the Finance Office upon receipt and the final invoice shall be marked "FINAL" to denote closing of the open purchase order. The Purchasing Agent shall review any cases of improper use of open purchase orders with the County Manager.
- D. The purchase user shall advise the vendor that when the amount of the purchases reaches the total dollar amount issued for the open purchase order the purchase order shall be closed out and a new one issued for additional purchases.
- E. Care should be exercised that an open purchase order is always in force before a purchase is made against it.

### **3.5 Petty Cash Purchases**

Petty cash funds are cash funds which are made readily available to offices or department heads for the purpose of making small purchases in times when it is not practical or feasible to pay by warrant. Single purchases must not exceed a maximum of twenty-five dollars (\$25.00). Petty cash fund custodians for each fund shall consist of the Department Head and his authorized designee(FD8). Fund custodians and other employees who are authorized to make petty cash purchases are responsible for preparing vouchers and all other paperwork involved in these purchases.

A petty cash fund shall not exceed two hundred dollars (\$200.00) for any County Office as form FD8 designates (and filed with the Finance Department).

A petty cash fund shall be established in the amount of one thousand dollars (\$1000.00) in the Sheriff's Department for use as per diem for out-of-state transportation and extradition of prisoners or emergency per diem for purchases where normal purchasing procedures are not feasible. This fund is to be established by a checking account, and reconciliation with supporting documents must be submitted to the Treasurer's Office monthly.

### **3.5.1 Responsibility**

- A. The Finance Administrator shall be responsible for establishing written safeguards, provisions and procedures to insure appropriate accounting and maximum accountability for all petty cash funds. The Finance Administrator may at any time change the procedures for petty cash funds, or eliminate a petty cash fund if deemed appropriate, or eliminate a petty cash fund in cases when procedures are not being reasonably followed or in cases when unnecessary or repetitious shortages/overages in funds occur.
- B. Petty cash funds are subject to audit by the County Manager or Finance Administrator at any time without notice.
- C. Custodians shall be assigned to each individual petty cash fund and be held responsible to the Finance Administrator for the fixed amount of all funds in their custody and for the appropriate management of the petty cash funds.
- D. A custodian's statement of responsibility, FD-8, will be signed and kept on file in the Finance Department for the amount of each fund in the possession of the custodian.
- E. All custodians shall sign for a copy of the Petty Cash Procedures and be knowledgeable thereof. Certified copies of updated Petty Cash Procedures shall be attached to and made a supplement of this Policy.
- F. Transfer of a fund from one (1) person to another will be made by the Finance Administrator. At such time, the fund will be counted, the present custodian's statement of responsibility signed, and the fund transferred.
- G. The purchaser is responsible for the full amount of cash received from the petty cash fund until a cash register tape or invoice is returned to the petty cash custodian.

### **3.5.2 Safeguarding Petty Cash Funds**

Petty cash funds should be kept by the custodian in a metal box equipped with a lock. This locked box will be kept overnight in a locked cabinet, vault or safe. These funds and supporting invoices should not be carried on the person of the custodian. Only the department head and his authorized designee should have access to the petty cash funds.

### **3.5.3 Petty Cash Receipt/Vouchers**

A petty cash receipt/voucher, (hereinafter called "voucher") must be processed in the following manner:

- A. A voucher should be completed in ink for each disbursement from the petty cash fund.
- B. An invoice will be secured for each purchase showing exact items purchased. If only a cash register tape is available items purchased should be described on the voucher.
- C. Only purchases for twenty-five dollars (\$25.00) and under may be paid from petty cash.

- D. Splitting of invoices for purchases of over twenty-five dollars (\$25.00) will not be permitted under any circumstances. Personal use is strictly prohibited.

### **3.6 Routine Monthly Purchases and Other Non-standard Purchases**

Routine monthly County purchases such as utility bills or other service charges, subscription renewals and membership dues and other non-standard purchases such as professional services, lease purchases, formal bids, purchase of real property, funds appropriated for support to other agencies, emergency purchases, or other purchases requiring special approval purchases for County construction projects, purchases by agreement or contract, and other special purchases shall be processed in accordance with State statutes and this Purchasing Policy.

### **3.7 Exemptions from the Procurement Code**

Hospital and health care exemption: The provisions of the Procurement Code shall not apply to procurement of items of tangible personal property or services by a state agency of a local public body through: (State statute 13-1-98.1)

**A.** an agreement with any other state agency, local public body or external procurement unit or any other person, corporation, organization or association that provides that the parties to the agreement shall join together for the purpose of making some or all purchases necessary for the operation of public hospitals or public and private hospitals, if the state purchasing agent or a central purchasing office makes a determination that the arrangement will or is likely to reduce health care costs; or

**B.** an agreement with any other state agency, local public body or external procurement unit or any other person, corporation, organization or association for the purpose of creating a network of health care providers or jointly operating a common health care service, if the state purchasing agent or a central purchasing office makes a determination that the arrangement will or is likely to reduce health care costs, improve quality of care or improve access to care.

The provisions of the Procurement Code shall not apply to the purchase for resale by the state fair commission of feed and other items necessary for the upkeep of livestock; contracts entered into by the Crime Victims Reparation Commission to distribute federal grants to assist victims of crime, including grants from the federal Victims of Crime Act of 1984 and the federal Violence Against Women Act; and procurements exempt from the Procurement Code as otherwise provided by law.

The provisions of the Procurement Code shall further not apply to purchases of books, periodicals, and training materials in printed or electronic format from the publishers or copyright holders thereof; purchases not exceeding ten thousand dollars (\$10,000.00) consisting of magazine subscriptions, web-based or electronic subscriptions, conference registration fees and other similar purchases where prepayments are required.

### **3.8 End of Fiscal Year**

Special purchasing procedures shall be followed to insure that State law and regulations and proper accounting procedures are followed to appropriately close out at the end of the fiscal year.

**Provisions are as follows:**

**A. Thirty (30) Days Prior to Year Ending:**

Thirty (30) days prior to end of the fiscal year, purchase orders will be issued only for purchases in which invoices will be received within an estimated thirty (30) days, except as otherwise specifically approved by the Purchasing Agent.

**B. Fifteen (15) Days Prior to Year Ending:**

There shall be no purchases of any kind made, or purchase orders issued or processed within fifteen (15) days prior to the end of the fiscal year, except in extreme emergencies or as specifically approved otherwise by the Purchasing Agent.

**3.9 Approval and Revision of Supplements**

All supplements or revisions to supplements of this policy shall be approved by the County Manager and attached to and made a part of this policy.

**4.0 SECTION IV: FORMS**

**4.1 Standardized Forms**

Standardized forms used for the processing of the foregoing policy are as follows:

**A. FD-1 AUTHORIZED PURCHASERS**

Authorized signatures for Requisition/Purchase Orders. This is the form used by purchase users authorizing personnel in their respective departments to sign requisition/purchase orders.

**B. FD-2 REQUISITION/PURCHASE ORDER**

The requisition/purchase order is required as per Section 2.2 and 2.3. The requisition/purchase order is supplied to the purchase user and is the authorization to make a purchase as per Section 2.3. The white copy is the original document which must be given to the vendor; the yellow copy is the purchase user copy, the pink and goldenrod copies are for the Finance Department use.

**C. FD-3 TELEPHONE QUOTES**

The telephone quotes form must be used in compliance with Section 2.6.B

**D. FD-4 REQUEST FOR WRITTEN QUOTE**

The written quotation form must be used in compliance with Section 2.6.B

**E. FD-5 SOLE SOURCE CERTIFICATION**

The sole source certification is used in compliance with Section 2.7.

**F. FD-6 URGENT PURCHASE**

The urgent purchase form is used in compliance with Section 3.2.2.

**G. FD-7 REQUESTS FOR AUTHORIZATION FOR OPEN PURCHASE ORDERS**

This form is used in compliance with Sections 2.2, 3.3, 3.4, 3.7 and 3.9.

**H. FD-8 CUSTODIAN STATEMENT OF RESPONSIBILITY**

This form is used in compliance with Section 3.7 and supplements thereof and designates the custodian and his responsibility regarding Petty Cash Funds.

**I. FD-9 REPORT OF PETTY CASH FUND**

This form is used in compliance with Section 3.5 and supplements thereof to report any discrepancies in the Petty Cash Fund.

- J. **FD-10 ADDITIONS TO FIXED ASSETS**  
This form is used to add fixed assets to inventory
- K. **FD-11 DELETIONS TO FIXED ASSETS**  
This form is used to delete fixed assets from inventory
- L. **FD-12 TRANSFER OF FIXED ASSETS**  
This form is used to transfer fixed assets within inventory.
- M. **FD-13 PURCHASE ORDER CHANGE/CANCELLATION**  
This form is used to make changes to an existing purchase order prior to receipt of Invoice.
- N. **FD-14 EMERGENCY PURCHASE**  
This justification for an emergency purchase is used in compliance with Section 3.2.2.

**4.2 Revision of Forms**

All standardized forms as specified in this Policy may be changed as deemed appropriate by the County Manager.

**COUNTY OF LINCOLN  
PO BOX 711  
CARRIZOZO, NM 88301-0711**

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TO: PURCHASING DEPARTMENT, OFFICE OF THE MANAGER

FROM: \_\_\_\_\_

SUBJECT: AUTHORIZED SIGNATURES FOR REQUISITIONS

DATE: \_\_\_\_\_

.....

THE FOLLOWING PERSONS ARE AUTHORIZED TO SIGN AND/OR ENTER PURCHASE REQUISITIONS FOR EXPENDABLE SUPPLIES, SERVICES, AND/OR CAPITAL OUTLAY.

A. NOT TO EXCEED TWO THOUSAND FIVE HUNDRED DOLLARS (\$2,500.00)

	NAME	COMPUTER USER ID
1.	_____	_____
2.	_____	_____

B. MORE THAN TWO THOUSAND FIVE HUNDRED DOLLARS (\$2,500.00) AND LESS THAN SIXTY THOUSAND DOLLARS (\$60,000.00) AND CAPITAL OUTLAY REQUISITIONS.

	NAME	COMPUTER USER ID
1.	_____	_____
2.	_____	_____



**REQUEST FOR WRITTEN QUOTE**  
 This is an Inquiry - NOT AN ORDER  
 Please Quote Promptly

\*\*\*\*\*

**TO:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*\*\*\*\*

Please quote prices on items listed below. Note delivery requirements and state firm delivery date.

**LINCOLN COUNTY**  
 DEPARTMENT \_\_\_\_\_  
 PO BOX 711  
 300 Central  
 Carrizozo, NM 88301-0711

DATE: \_\_\_\_\_  
 REPLY DUE BY \_\_\_\_\_  
 DELIVERY REQUESTED BY \_\_\_\_\_

Items must be quoted FOB Carrizozo, FFA      Lincoln County pays net 30 unless other arrangement are made

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT

**Vendor: Please complete this information**

1. Delivery Promised \_\_\_\_\_ **Purchasing Department**
2. Terms \_\_\_\_\_ Requisition # \_\_\_\_\_
3. Date of Quotation \_\_\_\_\_ P.O. # \_\_\_\_\_

FED ID No. \_\_\_\_\_  
 NM CRS No. \_\_\_\_\_  
 NM Pref. No. \_\_\_\_\_

\_\_\_\_\_  
 Authorized Vendor Signature

## SOLE SOURCE CERTIFICATION

A Sole Source Certification is required when there is only one (1) vendor that can provide an item or service.

For example, if the sole source is located in the County, an attempt must be made to contact vendors in only the County which may have the item. However, if the sole source is located in Texas, then an attempt must be made to contact vendors in the Texas, New Mexico region.

If there is a GSA or State Contract for the item a sole source certification is not permissible.

### **CERTIFICATION BY DEPARTMENT**

I hereby certify that a good faith effort has been made to contact other vendors in the general overall geographical region that the sole source has been located, and that the item or service is the only source found to be available in that region.

Names of vendors contacted which do not have the item or service available:

\_\_\_\_\_  
\_\_\_\_\_

Description of sole source item or service

\_\_\_\_\_  
\_\_\_\_\_

Name of Sole Source Vendor:

\_\_\_\_\_

Address of Sole Source Vendor:

\_\_\_\_\_

\_\_\_\_\_

Price of Sole Source Items or Service:

\_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Department Head

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### **CERTIFICATION OF PURCHASING AGENT**

I certify that there is not a GSA or State Contract for the item or service requested and that negotiations, as appropriate, have been conducted with the sole vendor to determine that this is the best price obtainable.

\_\_\_\_\_  
Purchasing Agent

\_\_\_\_\_  
Date

**URGENT PURCHASE**