



# Purchasing Newsletter

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## SPECIAL POINTS OF INTEREST:

- ◆ 2017 UNM Vendor Fair
- ◆ UNM Property Tags

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## 2017 UNM Vendor Fair

The Small Business and Strategic Partner Vendor Fair hosted by the UNM Purchasing Department, is scheduled for **Wednesday, April 19, 2017**, in the Student Union Building, Ballrooms A, B & C from 10:30 am to 1:30 pm. Click [here](#) to access the flyer.

- ◆ Support Small Local Businesses
- ◆ Meet Current and New Vendors
- ◆ One-on-one vendor support & service
- ◆ Bring your business cards
- ◆ Vendor giveaways, door prize

The fair allows participants networking opportunities to create new business relationships and strengthen existing relationships within the UNM community.

UNM purchasing agents, PCard holders, staff and faculty are encouraged to attend the fair to learn about the products and services small businesses can provide and visit other strategic partner organizations that have substantial contracting opportunities.



*Hope to see you there!*

## Credit Card Fees

Cardholders please note that UNM should never pay Credit Card Fees, also referred to as Convenience Fees, to a vendor for the purchase of goods or services.

If a Credit Card Fee is included on a quote, ask the vendor to waive the Fee. If a vendor refuses to waive the

Fee, please select a different vendor or submit a Requisition for a PO. If a Fee is charged to the PCard without your knowledge or permission, request an immediate credit from the vendor.

If you have any questions, please contact the PCard Department at [pcard@unm.edu](mailto:pcard@unm.edu).

## Purchase Order Reminder

A reminder for the UNM campus community on purchases to be paid on a Purchase Order (PO)—a UNM PO or contract must be issued to the vendor by the UNM Purchasing Department **before** goods are received or services are rendered. Contracts should be signed before PCard is presented as the form of payment as well.

Fully executed UNM purchase orders and contracts contain terms and conditions that protect the University in the event of dispute. POs/Contracts executed by the Purchasing Department also protect UNM from doing business with ineligible or debarred parties or

from agreeing to terms that are not permissible under the law. Furthermore, vendors cannot be paid without a properly issued purchase order in place.

Having an invoice in-hand at the time a requisition is submitted usually indicates non-compliance, and violates UNM Policy #4320 “Purchasing Goods Off Campus” and, at times, New Mexico State law. Individuals who fail to adhere to these measures could be subject to disciplinary action.

If you have any questions, please contact the Purchasing Department at [purch@unm.edu](mailto:purch@unm.edu).

## Purchasing Matrix

The Purchasing Matrix has been revised and is effective **February 28, 2017**. Click [here](#) to access the Matrix.

One key change is purchases from \$10,000 to \$60,000 are now treated the same for both goods and services. Otherwise, the Purchasing Matrix remains the same.

Another key change is there will be no special exceptions to these rules. The Matrix will now apply uniformly to all users across campus.

If you have any questions, please contact the Purchasing Department at [purch@unm.edu](mailto:purch@unm.edu).



Do you have a comment or question for the newsletter? [Email us!](#)

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## UNM Property Tags

A reminder for the UNM Campus community—it is critical to have UNM property tags affixed to UNM equipment. In addition to being in compliance with federal and state regulations and UNM Policy 7710, the new color coded property tags properly affixed to the inventory item will allow departments to easily identify if the equipment was purchased on a grant, titled to federal or state government, or loaned equipment.

The New Asset Report is sent via campus mail to Inventory Contacts with the asset tags (new or re-printed) attached.

Please use the form to review the asset information when placing the tag on the equipment. When you

return the form, please provide the following:

- Serial Number (required if missing or for corrections).
- Building and Room Number (required for NEW assets and updates).
- Memo/User information (optional).

It is your department's responsibility to ascertain that all your inventory is properly tagged at all times. If any of the assets need new tags, let us know and we will be happy to reprint them.

If you have questions on property tags or compliance, please contact Inventory Control at 277-7715 or email [UNMInventory@unm.edu](mailto:UNMInventory@unm.edu).

## What Do You Think?

We'd love to hear your feedback on our Purchasing Newsletter. What kind of information would you like to see in future issues? We want this to be useful to you, so please send your comments and/or suggestions to [jglucero@unm.edu](mailto:jglucero@unm.edu).