

Pay on Invoice Violation



Per Chapter 13 of New Mexico State Statute and CNM Policy, procurements are only authorized when initiated by CNMs Purchasing Department.

Purchaser Name _____ Date of purchase _____

Authorizing control agent _____ Cost Account _____

Referred to Vice President by _____ Date _____

Explanation for Request

What event justified the procurement? _____

How was the vendor selected? _____

Which other products and/or vendors were considered and why were they rejected? _____

To be completed by the vice president:

Denied ____ Authorized ____

What action was undertaken to ensure future compliance _____

Vice President signature _____ Date _____

Attach the invoice to this form