

## Business Rules

Procurement rules are established in order to ensure compliance with State of New Mexico purchasing statutes, the NMSU Board of Regent's policies, and all federal and State of New Mexico laws. For more information or assistance, visit the Procurement Services website at <http://purchasing.nmsu.edu>.

### Purchases that Require Pre-Approval with Special Form

- Information Technology or Software
- Vehicles
- Unmanned Aircraft

### Other Purchases that Require a Form

- Sole Source Procurement
- Federal Funding

Forms can be found at <https://af.nmsu.edu/forms>. Complete the required form and attach it to your AggieMart Requisition.

### Requirements for Purchases that Do Not Require a Form

| US Dollar Amount                                      | Requirements   |
|---|--|
| >\$3,000 (greater than) up to and including \$20,000  | Best obtainable quote<br>(Attach written quote to your Requisition)                        |
| >\$20,000 (greater than) up to and including \$60,000 | Attach 3 written quotes to your Requisition  |
| >\$60,000 (greater than)                              | Contact Procurement Services for Formal Bid/RFP<br>or approved pricing agreement/piggyback |