

SANTA FE COUNTY

RESOLUTION NO. 2008- 122

A RESOLUTION ESTABLISHING AND IMPLEMENTING PURCHASE ORDER PROCEDURES

WHEREAS, the Santa Fe County Administrative Services Department is requesting approval to implement purchase order procedures;

WHEREAS, this policy will serve as a uniform procedure applicable to all Elected Officials and County staff in regards to all purchase requisition entries and purchase orders generated.; and

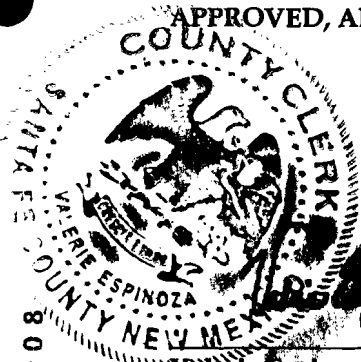
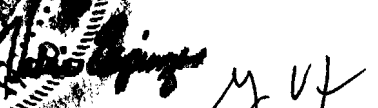
WHEREAS, the requested policy will be included in an overall Accounting Manual, and any attachments are subject to annual review and may need to be updated.

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that this Resolution to approve and implement the Purchase Order Procedures, is hereby adopted.

APPROVED, ADOPTED AND PASSED this 29th day of July, 2008.


BOARD OF COUNTY COMMISSIONERS


Commissioner Paul Campos, Chairman



Valerie Espinoza, County Clerk

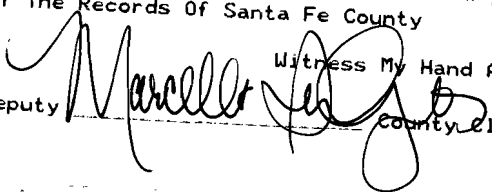


Approved As To Form


Stephen C. Ross, County Attorney

Finance Division Approval


Teresa C. Martinez, Finance Director

COUNTY OF SANTA FE) BCC RESOLUTIONS
STATE OF NEW MEXICO) PAGES: 1
) ss
I Hereby Certify That This Instrument Was Filed for
Record On The 30TH Day Of July, A.D., 2008 at 08:45
And Was Duly Recorded as Instrument # 1533600
Of The Records Of Santa Fe County
Deputy  Witness My Hand And Seal Of Office
Valerie Espinoza
County Clerk, Santa Fe, NM

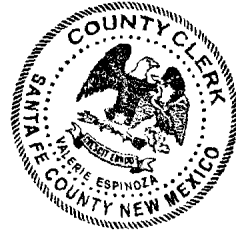
COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

BCC RESOLUTIONS
PAGES: 96

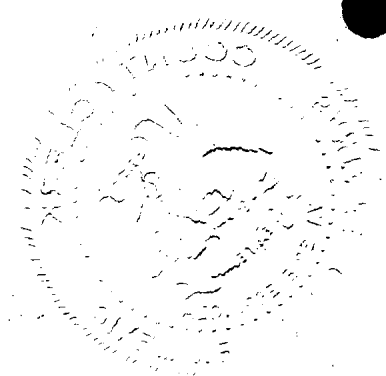
Hereby Certify That This Instrument Was Filed for
Record On The 31ST Day Of July, A.D., 2008 at 11:53
and Was Duly Recorded as Instrument # 1533763
of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
Valerie Espinoza
County Clerk, Santa Fe, NM

Marcella [Signature]



SFC CLERK RECORDED 07/31/2008



ADMINISTRATIVE SERVICES DEPARTMENT ALL DEPARTMENTS

PROCEDURE NO.: RESOLUTION NO. 2008-122 COUNTY WIDE

TITLE: **PURCHASE ORDER PROCEDURES**

EFFECTIVE DATE: July 1, 2008

APPROVED BY: *Pete R. Hancock* 7-18-08
Administrative Services Director

I. **PURPOSE**

In the initiation of obtaining goods and/or services for Santa Fe County, the following is required:

- a. Purchase Requisition entry - shall include: quotes (when applicable), any shipping, handling or freight charges, applicable gross receipts tax and a realistic delivery date.
- b. Purchase Requisition Approval: Purchase Requisitions are required to be approved prior to the creation of a Purchase Order document. The approval shall include the review of the goods and/or services, the procedures undertaken for the procurement of the goods and/or services (quotes), applicable shipping or freight charges, delivery dates and the budget availability.

II. **SCOPE**

To provide procedures concerning the entry and approval of purchase requisitions. All items that are purchased by Santa Fe County that are not exempt from the New Mexico State Procurement Code shall be purchased by the use of a Purchase Order document.

III. **GENERAL**

The procedures apply to all employees who are authorized to enter purchase requisitions in the Purchasing/Inventory module of the AS400 system.

IV. **PROCEDURES**

A. **Purchase Requisition Entry:** The following are the procedures on the entry of a purchase requisition: (See Attachment "A")

- 1. Access the system by clicking on the AS400 Icon. Enter your user name and password and enter twice to get to the Santa Fe County Main Menu.
- 2. Purchasing/Inventory Menu: At the Selection line, **Option 21** and **Enter**
- 3. Purchasing/receiving menu: At the Selection line, **Option 4** and **Enter**
- 4. Requisition entry: At the Selection line, **Option 1** and **Enter**
- 5. To add a purchase requisition press **(F6)**
 - a. Once F6 is pressed, you will see a blank Purchase Requisition Entry Screen
 - b. **Type of Purchase Requisition (F4)**.... Default is set to one (1) "Purchase Requisition" and **Enter**.
 - c. **Reason**....Enter briefly the reason/purpose of the requisition and **Tab**
 - d. **By**.... Person requesting the goods and/or services and **Tab**
 - e. **Date**.... Default will be the current date the requisition is entered **Tab**
 - f. **Vendor Number/Name/Search Type (F4)**.... **Tab** to Vendor Name, press **F4** to type in Vendor needed and **Enter**. **Tab** down, enter 1 to Select vendor from list of vendors and enter (This will transfer the information on to the Purchase Requisition)

- g. **Contract nbr (F4)...** This is not utilized at this time. For any information regarding a contract, the contract number and expiration date is included at the end of the description of the item being requested or in the remarks section as you go through the requisition process. **Tab**
- h. **Ship to (F4)...** Press **F4** and type your department or division. Once it comes up, Tab down to it and **1** to select the appropriate shipping location within Santa Fe County and **Enter**
- i. **Deliver by date....** This must be filled out with a realistic delivery date of the goods and/or services. If the requisition is for services or construction, enter the date the services or project will be completed. If it is a recurring service for the Fiscal Year, enter the last day of the fiscal year. (6/30/ __)
- j. **Fiscal year code....** Defaulted to "C" (which means the current year), **shall remain unchanged**
- k. **Once information is completely filled in on this page, you are ready to add the item/s.**
- l. To add items, press (**F6**), on this screen you can add the information for the first item on the Purchase Requisition.
- m. **Item description....** Enter specific item or service description/s. If the description of the item or service/s is longer than the line allowed, press (**F8**) and additional description space will appear. If more additional space is needed, use **Page Down** and more lines will appear. The description shall be as thorough as possible. Once the description is complete, press **Enter**. This will take you back to the **Item Information** screen. **Tab** down to the next area.
- n. **Vendor Part #...** if the item has a specific part no. provided by the vendor enter the number on this line. The other option is to include the item number, part number etc., in the description space at the beginning of the description line.
- o. **Commodity (F4)...** In this area type in **000** which is the default for the commodity. The commodity codes for items and services are not set up so this is used in place of the codes. **Tab**
- p. **Sub-Com (F4)...** In this area type in **002** which is the default for the sub-commodity. As mentioned under the commodity, the codes for the sub items and services are not set up so this is used in place of the codes. **Tab**
- q. **Item # (F4)...** This option is not utilized at this time and does not require any entry. **Tab**
- r. **Reference (F4)....** This option is not utilized at this time and does not require any entry. **Tab**
- s. **Ship To (F4)...** This will reflect the ship to location that was previously entered into the first screen of the Purchase Requisition entry. **Tab**
- t. **Quantity....** Enter the total dollar amount of the goods and/or services being procured at the time. (ex. 400.00) Dollar signs and commas are not necessary in this area. **Tab**
- u. **Order UOM (F4)...** Enter as **EA** for (each) as the unit of measure (the number of items being purchased will be entered in the description of the item/services being procured i.e. Post – It notes (2 packs), Basecourse (2 Tons @ 5.75 per ton), Blue Copy Paper (8 Reams @ 2.50 per ream), etc. **Tab**
- v. **Unit Cost...** Under Unit Cost, type in 1.00. This system is quantity driven and the quantity is not always entered correctly which can make it difficult when Accounts Payable hits this P.O. to pay an invoice, if the price is not correct for each unit, it causes that item to be closed. This is the reason for reversing the Quantity and cost. **Tab**
- w. **Account # (F4)...** Enter the appropriate account number for the department/division the item is being procured out of. The last four digits are considered the line item. This must be appropriate for the type of goods

and/or services being procured. The line item will be reviewed by the Purchasing Division to ensure the proper line item is used. **Tab**

- x. **Project # (F4)...** Project codes are assigned as necessary for particular projects that involve grant, federal and/or state monies or construction projects to keep track of all the expenses
 - y. Once all information is entered, confirm that the information is correct and enter twice. If additional line items are required, press enter until the next sequential line number appears. If no additional lines are required, check that the line number is the next one and is blank before pressing (F12) to return to the information entered on your Purchase Requisition. This will ensure that the information from the previous entry is saved.
 - z. Once the purchase requisition has gone through the previous steps, enter to the next screen which will review the account status and the budget status. If a budget issue exists, the purchase requisition will be held until all budget issues have been reviewed by the Finance and requesting Department. **At no time shall the budget be overridden until the Finance Division has reviewed the Purchase Requisition for budget issues and notice has been given to the using Department/Division that a Budget Adjustment will need processing or that a Budget Adjustment has been submitted but has not yet been processed. Once this is reviewed and authorized, the Finance Division will process the override if it is a time sensitive procurement.**
6. Once the Purchase Requisition is complete, the user will be returned to the Purchase Requisition Maintenance screen.
 7. **Quotes (F8)...** If quotes are needed for this purchase (anything over \$5,000 and over is the threshold), press **F8** to enter quotes. Press **F6** to add vendor quote. **Tab** to Name and type in the name of the business or entity, (do not press F4 and select the vendor) **Tab** to Contact Person and enter the name of the person you spoke to. **Tab** to Phone number and enter the business phone with area code and the number. **Tab** to Dollar amount quoted and enter the dollar amount. Press the + key and **Enter** (this will right adjust the amount) If comments are necessary for the quote, press (F14) to enter. **Enter twice.** The information will reflect the Vendor Name and the Quote. Once complete **Enter** to return to the purchase requisition entry screen. Repeat the process again for the second quote. The third quote will not be included on the Quote screen because this will be the amount and vendor for which the Purchase Requisition is being made out to.
 8. If comments need to be entered for the requisition, press (**F20**) to enter any comments.
 9. If additional items are needed, press (**F6**) and the next Item number will appear on the screen. Follow the same steps as outlined starting with (letter l.) above.
 10. Once the purchase requisition is complete and you have returned back to the Purchase Requisition Maintenance Menu, find the requisition number and scroll down to it and press (**6**) to print the Purchase Requisition. If you would like to find the Purchase Requisition by the Requisitioner, press **F13** or (**Shift F1**). Type in the name of the person who requested the Purchase Requisition and it should list the Requisition you are looking for to print.
 11. The purchase requisition is now ready for the **Purchase Requisition Approval Level.**
 12. **Once the purchase requisition entry is complete, continue with the next step. You will need an authorized signature and proper documentation attached (if applicable) to submit to the Purchasing Division after the Purchase Requisition has been approved.**

B. **Purchase Requisition Approval:** The following are the procedures on the purchase requisition approval: (See Attachment "B")

1. If you have just finished creating a new Purchase Requisition, and are back at the Purchase Requisition Maintenance menu, you can go to step number 2, Purchase Requisition Approval. If not, start at the beginning of the step process by starting above A.1 to get into the AS400 and then to the Santa Fe County Main Menu.
2. Purchasing/Inventory Menu: At the Selection line, **Option 21** and **Enter**
3. Purchasing/receiving menu: At the Selection line, **Option 4** and **Enter**
5. Requisition approval: At the Selection line, **Option 2** and **Enter**
6. To get to your Purchase Requisition number, get the number from the Purchase Requisition that has been printed. If that is not available and you would like to search, it can be looked up by going to **F13 Display by Requisitioner (Shift F1)**. Enter the person that Requisitioned the purchase and Enter. This will bring up all Purchase Requisitions that were requisitioned by that person. **Tab** down to the correct one and enter **1** to Select and enter.
7. This will reflect Purchase Requisition Approval Screen with Req-Aprvl Level
 - a. Review purchase requisition to ensure information is correct. Please note **CHANGES CANNOT BE MADE** at this level. If changes are required, press F24 (Shift 12) for more keys, and then select **F13 (Shift F1)** to Return to Sender. This will take the Purchase Requisition to the original Requisition Entry. Make changes or additions/deletions at this level. Exit **(F3)** to the Main Menu and enter **(1)** for the Purchase Requisition Menu, select the appropriate requisition and make the necessary changes.
8. If the Purchase Requisition is ready to approve, press **(F9)** to approve.
9. If the Purchase Requisition is no longer needed, press **(F11)** to Cancel the Requisition.
10. The Purchase Requisition Maintenance menu will appear. To exit to the main menu press **(F3)**.
11. **Once the purchase requisition is approved, take the Purchase Requisition that had been printed with the Purchase Requisition entry that should have the authorized signature and submit that to the Purchasing Division.**

C. **Purchase Requisition Inquiry:** The following are the procedures for the inquiry of purchase requisitions: (See Attachment "C")

1. Access the system by clicking on the AS400 Icon. Enter your user name and password and enter twice to get to the Santa Fe County Main Menu
2. Purchasing/Inventory Menu: At the Selection line, **Option 21** and **Enter**
3. Purchasing/receiving menu: At the Selection line, **Option 4** and **Enter**
4. Purchase Requisition inquiry: At the Selection line, **Option 13** and **Enter**
5. To retrieve the purchase requisition that is being researched, there are two ways:
 - a. Position to.... _____ and type in the purchase requisition number and **Enter**
 - b. If the purchase requisition number is unknown, the information can be obtained a combination of the following (if available)
 1. Press Function **F17 (Control=F5) = Subset**
 - a. You may search for a purchase requisition by the Purchase Requisition number (if available), and You may search for a purchase requisition by the Purchase Order number (if it has already been processed into a Purchase Order).
 - b. You may search for a purchase requisition by Requisition Date Range (the date the Requisition was entered) or Approval Date (the date the Requisition was approved, if applicable)
 - c. You may search for purchase requisition by Item Description (any of the items that were on the Purchase Requisition when created)

- d. You may search for Purchase Requisition by Account Number (the account number that was used for that particular procurement)
 - e. You may search for Purchase Requisition by vendor name or vendor number (if known), enter vendor name tab to the next line and enter B (begins with) for search type or by vendor number. Once you have selected one or more of the search types, then **Enter**. This will bring up the Vendor Name. Tab down to the Vendor and Select it by entering **1** and **Enter** twice. This will bring up all Purchase Requisitions made out to that specific vendor. Tab down and select the Requisitions that were processed from your department/division to view.
6. Once you know the Purchase Requisition number and you need to refer to it again, you can go to the Purchase Requisition Inquiry Screen to enter the Purchase Requisition number, then **Enter**
- D. **Purchase Order Generation:** (See Attachment "D")
By following procedures A and B above, the Purchase Requisition along with any pertinent documentation is submitted to the Purchasing Division. At that time, the Purchase Requisition is reviewed for proper description of the item/s or service/s being procured, proper account number/s and line item/s are used. This will ensure that the process is complete and that a Purchase Order will be generated.
- E. **Purchase Order Inquiry:** The following are the procedures for the inquiry of Purchase Orders: (See Attachment "E")
1. Access the system by clicking on the AS400 Icon. Enter your user name and password and enter twice to get to the Santa Fe County Main Menu
 2. Purchasing/Inventory Menu: At the Selection line, **Option 21** and **Enter**
 3. Purchasing/receiving menu: At the Selection line, **Option 4** and **Enter**
 4. Purchase Order inquiry: At the Selection line, **Option 14** and **Enter**
 5. To retrieve the Purchase Order that is being researched, there are two ways:
 - a. Position to.... _____ and type in the purchase order number and enter
 - b. If the Purchase Order number is unknown, the information can be obtained by a combination of the following:
 1. Press Function **F17 (Control=F5) = Subset**
 - f. You may search for a Purchase Order by the Purchase Order number, in this case enter the Purchase Order number
 - g. You may search for Purchase Order by invoice number, (if any invoices have been hit against the Purchase Order) enter invoice number
 - h. You may search for Purchase Order by Purchase Order date range, enter Purchase Order date
 - i. You may search for Purchase Order by buyer, enter buyer code
 - j. You may search for Purchase Order by vendor name or vendor number (if known), enter vendor name and tab to the next line and enter B (begins with) for search type or by vendor number, Once you have selection one or more of the search types, then **Enter**. This will bring up the Vendor Name. Tab down to the Vendor and Select it by entering **1** and **Enter** twice. This will bring up all Purchase Orders made out to that specific vendor. Tab down and select the Purchase Orders that were processed from your department/division to view.

6. Once you know the Purchase Order number, and you need to refer to it again, you can go to the Purchase Order Inquiry Screen to enter the Purchase Order number, then **Enter**
 - a. To view invoices paid against this purchase order press **(F9)**, this will show you invoice number, date invoiced, amount invoiced, received by and date posted to the system.
 - b. To view remarks that may have been made select **(F8)** to display
 - c. To view items, **(F2)**, and item description **(F7)**
 - d. To view the approval level select **(F10)**, to reflect the person who approved the purchase requisition and the date it was approved.
 - e. To view any further comments made in regards to this purchase requisition, select **(F20)**
 - f. To view Purchase Requisition number that was assigned to the Purchase Order being reviewed, press **(F21)**, for cross referencing that will show the Purchase Requisition number and the information that was included in the creation of the Purchase Order.

- F. **Change Order Process:** The following is the procedure for the request of a Change Order from the Using Department: (See Attachment "F")
 1. Provide the Purchasing Division a copy of the approved Purchase Order document and in detail, give the reason for the change and attach any pertinent information, i.e.: memo, invoice that indicates additional charges. This will require the signature and date of the person requesting the Change Order.

- G. **Closeout of a Purchase Order:** The following is the procedure for the request of a Closeout of a Purchas Order from the Using Department: (See Attachment "G")
 1. Provide the Purchasing Division a copy of the approved Purchase Order document and in detail explain the reason for no longer requiring the purchase order or why the remaining balance should be closed out. This will require the signature and date of the person requesting the Change Order.

Sign On

ATTACHMENT "A" 1 of 37

System : SFCOUNTY
Subsystem : QINTER
Display : EVALENCIA

User _____
Password _____
Program/procedure _____
Menu _____
Current library _____

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Sign On

System : SFCOUNTY
Subsystem : QINTER
Display : EVALENCIA

User EVELYN
Password _____
Program/procedure _____
Menu _____
Current library _____

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Select one of the following:

- 2. Rural Addressing
- 3. City Hall
- 4. Planning & Zoning Main Menu
- 5. Code Enforcement Main Menu
- 6. SFC Land Parcel Management
- 7. Appraisal Plus
- 9. Cash Receipts
- 10. SFC Tax Billing Main Menu
- 11. Clerk Indexing
- 90. Sign off

- 12. Clerk Applications
- 13. Indigent Claims
- 14. Business Registration
- 19. Fixed Assets
- 20. GMBA (Accounting)
- 21. Purchasing/Inventory
- 22. Accounts Receivable Main Menu
- 23. Payroll/Personnel Main Menu
- 24. Global Financials

Selection
== > 21

F3=Exit F5=Refresh F6=Display messages F14=Work with submitted jobs
F18=Work with output

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8

Select one of the following:

- 1. File Maintenance Menu
- 2. Inquiry Menu
- 3. Demand Reports Menu
- 4. Purchasing/Receiving Menu
- 5. Issuing/Allocation Menu
- 6. Period End Menu
- 7. Physical Inventory Menu
- 8. Bids Menu
- 10. Field Purchase Order Menu
- 11. PI Custom Options Menu
- 90. Sign off
- 12. Bar Code Processing Menu

Selection

== > 4

F3=Exit F5=Refresh F6=Display messages F14=Work with submitted jobs
 F18=Work with output

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Select one of the following:

- 1. Requisition entry
 - 2. Requisition approval
 - 4. Requisition buyer processing
 - 5. Inventory reorder processing
 - 6. Purchase order entry/change
 - 7. Print purchase orders
 - 8. Print manual purchase orders
 - 9. Vendor order entry/change
 - 10. Receipts processing
 - 11. Invoice processing
 - 12. Receipts - vendor orders
 - 13. Requisition inquiry
 - 14. Purchase order inquiry
 - 15. Blanket order inquiry
 - 16. Inventory reorder report
 - 17. Orders/receipts activity rpt
 - 18. Daily p.o. activity report
 - 19. Purchase order report
 - 20. Vendor delivery report
 - 21. Requisition purge
 - 22. Requisition buyer assignment
90. Sign off

Selection

== > 1

F3=Exit F5=Refresh F6=Display messages F14=Work with submitted jobs
 F18=Work with output

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Santa Fe County
Purchase Requisition Maintenance

Position to _____ Starting character(s)

The options, press Enter.

2=Change 4=Cancel 5=Display 6=Print 7=Comments 8=Quotes
Requisition

Opt Number	Requisitioned By	Vendor	Status
- 0000930016	JOHNNY BACA	SOUTHWEST DESIG	NEEDS ADDITIONAL I
- 0000930037	SAM PAGE	INX INC.	REQ-APRVL >\$10000
- 0000930039	DOUG SAYRE/MV	BUREAU OF RECLA	INSUFFICIENT FUNDS
- 0000930063	ROBERT GUTIERREZ/MV	ROTO-ROOTER	REQ-APPROVAL LT \$1
- 0000930069	PAUL CASAUS	JOBSITE	REQ-APRVL < \$500
- 0000930074	PAUL CASAUS	JOBSITE	REQ-APRVL < \$500
- 0000930075	EVELYN VALENCIA	IMPRESSIONS ADV	READY FOR BUYER PR
- 0000930084	EVELYN VALENCIA	JOANN'S SECRETA	REQ-APPROVAL LT \$1
- 0000930085	NAOMI SALAZAR	VIGIL, VIRGINIA	REQ-APRVL < \$500
- 0000930091	NAOMI SALAZAR	CITY OF SANTA F	REQ-APPROVAL LT \$1
- 0000930101	NANCY CALHOUN / RECC	PRIORITY DISPAT	REQ-APPROVAL LT \$1
- 0000930104	NANCY CALHOUN / RECC	SUNGARD HTE, IN	REQ-APRVL >\$10000

F3=Exit F6=Add F13=Display by requisitioner

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PI610U02
Number : 0000930511

Santa Fe County
Purchase Requisition

7/08/08
10:15:11

Type information, press Enter.

Type (F4) 1 PURCHASE REQUISITION

Reason _____

Item _____

Date 070808

Vendor number _____

Name (F4) _____ B=Begins with, C=Contains

Contract nbr (F4) _____

Ship to (F4) _____

Deliver by date 000000

Fiscal year code C C=Current year, P=Previous year, F=Future year

No line items to display.

F3=Exit

F4=Prompt
F12=Cancel

Total:
F21=Copy

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PI610U02
Number : 0000930542

Santa Fe County
Purchase Requisition

7/08/08
11:27:38

Type information, press Enter.

Type (F4) 1 PURCHASE REQUISITION
Reason OFFICE SUPPLIES FOR FINANCE DIVISION
Date 070808
Vendor number
Name (F4) _____ B=Begins with,C=Contains

Contract nbr (F4) _____
Ship to (F4) _____
Deliver by date 000000
Fiscal year code C C=Current year, P=Previous year, F=Future year

No line items to display.

F3=Exit

F4=Prompt
F12=Cancel

Total:
F21=Copy

C L E R K
R E C O R D E D 0 7 / 3 1 / 2 0 0 8

PI610U02
Number : 0000930542

Santa Fe County
Purchase Requisition

7/08/08
11:27:38

Type information, press Enter.

Type (F4) 1 PURCHASE REQUISITION
Reason OFFICE SUPPLIES FOR FINANCE DIVISION
Employee KAREN SMITH
Date 070808
Vendor number _____
Name (F4) _____ B=Begins with, C=Contains

Contract nbr (F4) _____
Ship to (F4) _____
Deliver by date 000000
Fiscal year code C C=Current year, P=Previous year, F=Future year

No line items to display.

F3=Exit
F4=Prompt
F12=Cancel
Total:
F21=Copy

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07/31/2008

Type informatio

Type (F4) . . . | Vendor Name Search
Reason |
Position to . . | OFFICE DEPOT
Date | Tax id |

Vendor number . |
Name (F4) . . . | Type option, press Enter.
1=Select

Contract nbr (F	Opt	Vendor#	Name	Tax ID
Ship to (F4) .	1	7607	OFFICE DEPOT	
Deliver by date	-	11360	OFFICE MAX	
Fiscal year cod	-	4269	OFFICE MAX AMERICAN SQUARE	
	-	13970	OFFICE OF ARCHEOLOGICAL STUDIE	
	-	18187	OFFICE OF ATTORNEY GENERAL	
No line items t	-	14061	OFFICE OF NAT'L DRUG CONTROL P	
	-	16045	OFFICE OF THE ATTORNEY GENERAL	

F7=Additional information F12=Cancel

F3=Exit

F12=Cancel

F21=Copy

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PI610U02
Number : 0000930542

Santa Fe County
Purchase Requisition

7/08/08
11:29:08

Type information, press Enter.

Type (F4) 1 PURCHASE REQUISITION
Reason OFFICE SUPPLIES FOR FINANCE DIVISION
Employee KAREN SMITH
Date 070808
Vendor number 7607
Name (F4) OFFICE DEPOT _ B=Begins with, C=Contains

Contract nbr (F4) _____
Ship to (F4) _____
Deliver by date 000000
Fiscal year code C C=Current year, P=Previous year, F=Future year

No line items to display.

F3=Exit
F4=Prompt
F12=Cancel
Total:
F21=Copy

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PI610U02
Number : 0000930542

Santa Fe County
Purchase Requisition

7/08/08
11:29:08

Type information, press Enter.

Type (F4) 1 PU
Reason OFFI
By KARE
Line 0708
Vendor number 7
Name (F4) OFFI

LOCATION / BUILDING

Position to _____

Type option, press Enter.
1=Select

Contract nbr (F4) _____
Ship to (F4) _____
Deliver by date 0000
Fiscal year code C

Opt Code	Description
AD	ADMINISTRATIVE SERVICES
AJ	ADULT DETENTION FACILITY
AG	AGUA FRIA FIRE DISTRICT
AC	ANIMAL CONTROL/SD
BS	BUILDING SERVICES/ASD

No line items to display

F12=Cancel

F3=Exit

F4=Prompt
F12=Cancel

F21=Copy

REC
CLERK
RECORDED 07/31/2008

PI610U02
Number : 0000930542

Santa Fe County
Purchase Requisition

7/08/08
11:29:34

Type information, press Enter.

Type (F4) 1 PU
Reason OFFI
E KARE
Date 0708
Vendor number 7
Name (F4) OFFI

LOCATION / BUILDING
Position to FINANCE

Type option, press Enter.
1=Select

Contract nbr (F4)
Ship to (F4)
Deliver by date 0000
Fiscal year code C

Opt Code	Description
- AD	ADMINISTRATIVE SERVICES
- AJ	ADULT DETENTION FACILITY
- AG	AGUA FRIA FIRE DISTRICT
- AC	ANIMAL CONTROL/SD
- BS	BUILDING SERVICES/ASD

No line items to display

F12=Cancel

F3=Exit

F4=Prompt
F12=Cancel

F21=Copy

CLERK RECORDED 07/31/2008

PI610U02
Number : 0000930542

Santa Fe County
Purchase Requisition

7/08/08
11:29:34

Type information, press Enter.

Type (F4) 1 PU
Reason OFFI
E KARE
I 0708
Vendor number 7
Name (F4) OFFI

LOCATION / BUILDING	
Position to	_____
Type option, press Enter. 1=Select	
Opt Code	Description
<u>1</u> FI	FINANCE DIVISION/ASD
- FL	FLEET MAINTENANCE/GMD
- GA	GALISTEO FIRE & RESCUE
- GI	GIS/ASD
- GL	GLORIETA FIRE DISTRICT
F12=Cancel	

Contract nbr (F4) _____
Ship to (F4) _____
Deliver by date 0000
Fiscal year code C

No line items to display

F3=Exit

F4=Prompt
F12=Cancel

F21=Copy

CLERK RECORDED 07/31/2008

PI610U02
Number : 0000930542

Santa Fe County
Purchase Requisition

7/08/08
11:29:47

Type information, press Enter.

Type (F4) 1 PURCHASE REQUISITION
Reason OFFICE SUPPLIES FOR FINANCE DIVISION
E KAREN SMITH
Date 070808
Vendor number 7607
Name (F4) OFFICE DEPOT _ B=Begins with, C=Contains

Contract nbr (F4)
Ship to (F4) FI FINANCE DIVISION/ASD
Deliver by date 000000
Fiscal year code C C=Current year, P=Previous year, F=Future year

No line items to display.

F3=Exit
F4=Prompt
F12=Cancel
Total:
F21=Copy

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E
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K
R
E
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7
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3
1
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2
0
0
8

PI610U02
Number : 0000930542

Santa Fe County
Purchase Requisition

7/08/08
11:29:42

Type information, press Enter.

Type (F4) 1 PURCHASE REQUISITION
Reason OFFICE SUPPLIES FOR FINANCE DIVISION
E KAREN SMITH
Date 070808
Vendor number 7607
Name (F4) OFFICE DEPOT _ B=Begins with, C=Contains

Contract nbr (F4)
Ship to (F4) FI FINANCE DIVISION/ASD
Deliver by date 073108
Fiscal year code C C=Current year, P=Previous year, F=Future year

No line items to display.

F3=Exit
F4=Prompt
F12=Cancel
Total:
F21=Copy

REC'D
CLERK
RECORDED
07/31/2008

PI610U02
Number : 0000930542

Santa Fe County
Purchase Requisition

7/08/08
11:30:14

Type information, press Enter.

Type (F4) 1 PURCHASE REQUISITION
Reason OFFICE SUPPLIES FOR FINANCE DIVISION
By KAREN SMITH
Line 070808
Vendor number 7607
Name (F4) OFFICE DEPOT _ B=Begins with, C=Contains

Contract nbr (F4)
Ship to (F4) FI FINANCE DIVISION/ASD
Deliver by date 073108
Fiscal year code C C=Current year, P=Previous year, F=Future year

No line items to display.

F3=Exit
F8=Requisition quotes
F4=Prompt
F12=Cancel
F6=Add item
F20=Comments
F21=Copy
Total:

CLERK
RECORDED
07/31/2008

Purchase Requisition - Item Information
Type information, press Enter.

Line number . . .	1	
Item desc . . .		
Search type . . .	B=Begins with, C=Contains	
Vendor part # . . .		
Commodity (F4) . . .		
Sub-com (F4) . . .		
Item # (F4) . . .		
Reference (F4) . . .		
Ship to (F4) . . .	FI FINANCE DIVISION/ASD	
Quantity . . .		2 decimals
Order UOM (F4) . . .		
Unit cost . . .		4 decimals
Account # (F4) . . .		
Project (F4) . . .		

F8=Extended desc F12=Cancel

RECORDS - RECORDS - 07/31/08

Purchase Requisition - Item Information

Type information, press Enter.

Line number . . . : 1

Item desc 125-349 SHREDDER, CROSS CUT, 100 SHEETS MAXIMUM

Se

Vend | Type information, press Enter.

Comm | Item extended description

Sub-

Item

Re

Ship

Quan

Orde

Unit

Acco

Proj

F8=E

F12=Cancel

F22=Sequence numbers on/off

COPIES RECORDED 07/31/2008

Purchase Requisition - Item Information

Type information, press Enter.

Line number . . . : 1

Item desc 125-349 SHREDDER, CROSS CUT, 100 SHEETS MAXIMUM

Se

Type information, press Enter.

Vend | Item extended description

Comm | (1 @ 5,200.00)

Sub- |

Item |

Re |

Ship |

Quan |

Orde |

Unit |

Acco |

Proj |

F8=E

F12=Cancel F22=Sequence numbers on/off

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8

Purchase Requisition - Item Information

Type information, press Enter.

Line number . . . : 1
Item desc : 125-349 SHREDDER, CROSS CUT, 100 SHEETS MAXIMUM
Search type . . . : B=Begins with, C=Contains
Vendor part # . . . : _____
Commodity (F4) . . : 000
Sub-com (F4) . . . : _____
Item # (F4) : _____
Reference (F4) . . : _____
Ship to (F4) . . . : FI FINANCE DIVISION/ASD
Quantity : _____ 2 decimals
Order UOM (F4) . . : _____
Unit cost : _____ 4 decimals
Account # (F4) . . : _____
Project (F4) . . . : _____

F8=Extended desc exists F12=Cancel

RECORDS

Purchase Requisition - Item Information

Type information, press Enter.

Line number . . . : 1
Item desc : 125-349 SHREDDER, CROSS CUT, 100 SHEETS MAXIMUM
Search type . . . : B=Begins with, C=Contains
Vendor part # . . . : _____
Commodity (F4) . . : 000
Sub-com (F4) . . . : 002
Item # (F4) . . . : _____
Reference (F4) . . : _____
Ship to (F4) . . . : FI FINANCE DIVISION/ASD
Quantity : _____ 2 decimals
Order UOM (F4) . . : _____
Unit cost : _____ 4 decimals
Account # (F4) . . : _____
Project (F4) . . . : _____

F8=Extended desc exists F12=Cancel

REC'D - RECORDS

Purchase Requisition - Item Information

Type information, press Enter.

Line number . . . : 1
Item desc : 125-349 SHREDDER, CROSS CUT, 100 SHEETS MAXIMUM
Search type . . . : B=Begins with, C=Contains
Vendor part # . . . : _____
Commodity (F4) . . : 000
Sub-com (F4) . . . : 002 MISC
Item # (F4) . . . : _____
Reference (F4) . . : _____
Ship to (F4) . . . : FI FINANCE DIVISION/ASD
Quantity : 5200.00 2 decimals
Order UOM (F4) . . : _____
Unit cost : _____ 4 decimals
Account # (F4) . . : _____
Project (F4) . . . : _____

F8=Extended desc exists F12=Cancel

REC'D - CLERK - RECORDED - 7/31/08

Purchase Requisition - Item Information

Type information, press Enter.

Line number . . . : 1
Item desc 125-349 SHREDDER, CROSS CUT, 100 SHEETS MAXIMUM
Search type . . . B=Begins with, C=Contains
Vendor part # . . . _____
Commodity (F4) . . . 000
Sub-com (F4) . . . 002 MISC
Item # (F4) . . . _____
Reference (F4) . . . _____
Ship to (F4) . . . FI FINANCE DIVISION/ASD
Quantity 5200.00 2 decimals
Order UOM (F4) . . . EA
Unit cost _____ 4 decimals
Account # (F4) . . . _____
Project (F4) . . . _____

F8=Extended desc exists F12=Cancel

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8

Purchase Requisition - Item Information

Type information, press Enter.

Line number . . . : 1
Item desc : 125-349 SHREDDER, CROSS CUT, 100 SHEETS MAXIMUM
Search type . . . : B=Begins with, C=Contains
Vendor part # . . . : _____
Commodity (F4) . . : 000
Sub-com (F4) . . . : 002 MISC
Item # (F4) . . . : _____
Reference (F4) . . : _____
Ship to (F4) . . . : FI FINANCE DIVISION/ASD
Quantity : 5200.00 2 decimals
Order UOM (F4) . . : EA
Unit cost : 1.00 4 decimals
Account # (F4) . . : _____
Project (F4) . . . : _____

F8=Extended desc exists F12=Cancel

0000930511/2608

Purchase Requisition - Item Information

Type information, press Enter.

Line number . . . : 1
Item desc : 125-349 SHREDDER, CROSS CUT, 100 SHEETS MAXIMUM
Search type . . . : B=Begins with, C=Contains
Vendor part # . . . : _____
Commodity (F4) . . : 000
Sub-com (F4) . . . : 002 MISC
Item # (F4) : _____
Reference (F4) . . : _____
Ship to (F4) . . . : FI FINANCE DIVISION/ASD
Quantity : 5200.00 2 decimals
Order UOM (F4) . . : EA
Unit cost : 1.00 4 decimals
Account # (F4) . . : 10115114128003
Project (F4) : _____

F8=Extended desc exists F12=Cancel

CLERK RECORDED 07/31/2008

Purchase Requisition - Item Information

Type information, press Enter.

Line number . . . : 2
Item desc
Search type . . . _ B=Begins with, C=Contains
Vendor part # . . . _____
Commodity (F4) . . . _____
Sub-com (F4) . . . _____
Item # (F4) . . . _____
Reference (F4) . . . _____
Ship to (F4) . . . FI FINANCE DIVISION/ASD
Quantity _____ 2 decimals
Order UOM (F4) . . . _____
Unit cost _____ 4 decimals
Account # (F4) . . . _____
Project (F4) . . . _____

F8=Extended desc F12=Cancel

REC'D - RECORDS - 7/8/08

REQUISITION BY: KAREN SMITH

STATUS: NEEDS ADDITIONAL INFO
 REASON: OFFICE SUPPLIES FOR FINANCE DIVISION

DATE: 7/08/08

SHIP TO LOCATION: FINANCE DIVISION/ASD

SUGGESTED VENDOR: 7607 OFFICE DEPOT

DELIVER BY DATE: 6/30/09

LINE NBR	DESCRIPTION	QUANTITY	UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER
1	125-349 SHREDDER, CROSS CUT, 100 SHEETS MAXIMUM (1 @ 5,200.00) COMMODITY: SUBCOMMOD: MISC	5200.00	EA	1.0000	5200.00	
2	FELLOWES OIL FOR SHREDDER COMMODITY: SUBCOMMOD: MISC	8.00	EA	1.0000	8.00	
REQUISITION TOTAL:					5208.00	

A C C O U N T I N F O R M A T I O N

LINE #	ACCOUNT	PROJECT	%	AMOUNT
1	10115114126001	SUPPLIES INVENTORY EXEMPT	100.00	5200.00
2	10115114126001	SUPPLIES INVENTORY EXEMPT	100.00	8.00
				5208.00

REQUISITION IS IN THE CURRENT FISCAL YEAR.

PI610U02
Number : 0000930511

Santa Fe County
Purchase Requisition

7/09/08
09:01:08

Type information, press Enter.

Type (F4) 1 PURCHASE REQUISITION
Reason OFFICE SUPPLIES FOR FINANCE DIVISION
By KAREN SMITH
Date 070808
Vendor number 7607
Name (F4) OFFICE DEPOT _ B=Begins with, C=Contains

Contract nbr (F4)
Ship to (F4) FI FINANCE DIVISION/ASD
Deliver by date 063009
Fiscal year code C C=Current year, P=Previous year, F=Future year

Type options, press Enter.

2=Change 4=Delete 8=Item extended description 9=Quotes

Opt Line#	Quantity	UOM	Description
1	5200.00	EA	125-349 SHREDDER, CROSS CUT, 100 SHEETS MAXIMUM (1 @ 5,200.00)
2	8.00	EA	FELLOWES OIL FOR SHREDDER

Total: 5208.00

F3=Exit F4=Prompt F6=Add item F7=Alternate view
F8=Requisition quotes F12=Cancel F20=Comments F21=Copy

REC CLERK RECORDED 07/31/2008

Santa Fe County
Quotes for Requisition

Requisition number . . . : 0000930511
Date : 7/08/08

CLERK RECORDED 07/31/2008

Quotes do not exist for this requisition.

F3=Exit F6=Add vendor quote F12=Cancel

Santa Fe County
Quote for Requisition

Requisition number . . . : 0000930511
Date : 7/08/08

CLERK RECORDED 07/31/2008

Type vendor quote information, press Enter.

Number	_____	
Name (F4)	_____	
Search type	_____	B/C
Selected quote	-	Y or blank
Contact person	_____	
Phone number	_____	
Dollar amount quoted	_____	

F3=Exit F4=Prompt

F12=Cancel F14=Vendor quote comment

Santa Fe County
Quote for Requisition

Requisition number . . . : 0000930511
Date : 7/08/08

Type vendor quote information, press Enter.

Number		
Name (F4)	<u>OFFICE MAX</u>	
Search type	-	B/C
Selected quote		Y or blank
Contact person	<u>TOM SMITH</u>	
Phone number	<u>505 9866249</u>	
Dollar amount quoted	<u>6000.00</u>	

CLERK RECORDED 07/31/2008

F3=Exit F4=Prompt

F12=Cancel F14=Vendor quote comment

Requisition number . . . : 0000930511
Date : 7/08/08

Type options, press Enter.

1=Select 2=Change 4=Delete

Opt	Vendor#	Vendor Name
-		OFFICE MAX
-		MATHEWS OFFICE SUPPLY

Requisition	Quote
	6,000.0000
	6,100.0000

F3=Exit F6=Add vendor quote F12=Cancel

REC CLERK RECORDED 07/31/2008

PI610U02
Number : 0000930511

Santa Fe County
Purchase Requisition

7/08/08
11:21:48

Type information, press Enter.

Type (F4) 1 PURCHASE REQUISITION
Reason OFFICE SUPPLIES FOR FINANCE DIVISION
By KAREN SMITH
Date 070808
Vendor number 7607
Name (F4) OFFICE DEPOT _ B=Begins with, C=Contains

Contract nbr (F4)
Ship to (F4) FI FINANCE DIVISION/ASD
Deliver by date 063009
Fiscal year code C C=Current year, P=Previous year, F=Future year

No line items to display.

QUOTES EXIST
F3=Exit F4=Prompt F6=Add item Total:
F8=Requisition quotes F12=Cancel F20=Comments F21=Copy

REC
CLERK
RECORDED 07/31/2008

PURCHASE REQUISITION NBR: 0000930511

REQUISITION BY: KAREN SMITH

STATUS: REQ-APPROVAL LT \$10000
 REASON: OFFICE SUPPLIES FOR FINANCE DIVISION

DATE: 7/08/08

SHIP TO LOCATION: FINANCE DIVISION/ASD

SUGGESTED VENDOR: 7607 OFFICE DEPOT

DELIVER BY DATE: 6/30/09

LINE NBR	DESCRIPTION	QUANTITY	UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER
1	125-349 SHREDDER, CROSS CUT, 100 SHEETS MAXIMUM (1 @ 5,200.00) COMMODITY: SUBCOMM: MISC	5200.00	EA	1.0000	5200.00	
2	FELLOWES OIL FOR SHREDDER COMMODITY: SUBCOMM: MISC	8.00	EA	1.0000	8.00	
REQUISITION TOTAL:					5208.00	

REQUISITION QUOTES

QUOTE	VENDOR NAME
6000.0000	OFFICE MAX
6100.0000	MATHEWS OFFICE SUPPLY

ACCOUNT INFORMATION

LINE #	ACCOUNT	PROJECT	%	AMOUNT
1	10115114126001	SUPPLIES INVENTORY EXEMPT	100.00	5200.00
2	10115114126001	SUPPLIES INVENTORY EXEMPT	100.00	8.00
				5208.00

REQUISITION IS IN THE CURRENT FISCAL YEAR.

PI610U02
Number : 0000930511

Santa Fe County
Purchase Requisition

7/09/08
09:02:30

Type information, press Enter.

Type (F4) 1 PURCHASE REQUISITION
Reason OFFICE SUPPLIES FOR FINANCE DIVISION
By KAREN SMITH
Date 070808
Vendor number 7607
Name (F4) OFFICE DEPOT _ B=Begins with,C=Contains

Contract nbr (F4)
Ship to (F4) FI FINANCE DIVISION/ASD
Deliver by date 063009
Fiscal year code C C=Current year, P=Previous year, F=Future year

Type options, press Enter.

2=Change 4=Delete 8=Item extended description 9=Quotes

Opt Line#	Quantity	UOM	Description
1	5200.00	EA	125-349 SHREDDER, CROSS CUT, 100 SHEETS MAXIMUM (1 @ 5,200.00)
2	8.00	EA	FELLOWES OIL FOR SHREDDER

Total: 5208.00

F3=Exit F4=Prompt F6=Add item F7=Alternate view
F8=Requisition quotes F12=Cancel F20=Comments F21=Copy

REC
CLERK
RECORDED 07/31/2008

Sign On

ATTACHMENT "B" 1 of 11

System : SFCOUNTY
Subsystem : QINTER
Display : EVALENCIA

User _____
Password _____
Program/procedure _____
Menu _____
Current library _____

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SFC CLERK RECORDED 07/31/2008

Select one of the following:

- 2. Rural Addressing
- 3. City Hall
- 4. Planning & Zoning Main Menu
- 5. Code Enforcement Main Menu
- 6. SFC Land Parcel Management
- 7. Appraisal Plus
- 9. Cash Receipts
- 10. SFC Tax Billing Main Menu
- 11. Clerk Indexing
- 90. Sign off
- 12. Clerk Applications
- 13. Indigent Claims
- 14. Business Registration
- 19. Fixed Assets
- 20. GMBA (Accounting)
- 21. Purchasing/Inventory
- 22. Accounts Receivable Main Menu
- 23. Payroll/Personnel Main Menu
- 24. Global Financials

CLERK RECORDED 07/31/2008

Selection

== > ____

F3=Exit F5=Refresh F6=Display messages F14=Work with submitted jobs
F18=Work with output

Select one of the following:

- 2. Rural Addressing
- 3. City Hall
- 4. Planning & Zoning Main Menu
- 5. Code Enforcement Main Menu
- 6. SFC Land Parcel Management
- 7. Appraisal Plus
- 9. Cash Receipts
- 10. SFC Tax Billing Main Menu
- 11. Clerk Indexing
- 90. Sign off
- 12. Clerk Applications
- 13. Indigent Claims
- 14. Business Registration
- 19. Fixed Assets
- 20. GMBA (Accounting)
- 21. Purchasing/Inventory
- 22. Accounts Receivable Main Menu
- 23. Payroll/Personnel Main Menu
- 24. Global Financials

Selection
== > 21

F3=Exit F5=Refresh F6=Display messages F14=Work with submitted jobs
F18=Work with output

CLERK RECORDED 07/31/2008

Select one of the following:

- 1. File Maintenance Menu
- 2. Inquiry Menu
- 3. Demand Reports Menu
- 4. Purchasing/Receiving Menu
- 5. Issuing/Allocation Menu
- 6. Period End Menu
- 7. Physical Inventory Menu
- 8. Bids Menu

- 10. Field Purchase Order Menu
- 11. PI Custom Options Menu

- 90. Sign off

12. Bar Code Processing Menu

Selection

== > 4

F3=Exit F5=Refresh F6=Display messages F14=Work with submitted jobs
 F18=Work with output

Select one of the following:

- 1. Requisition entry
- 2. Requisition approval
- 4. Requisition buyer processing
- 5. Inventory reorder processing
- 6. Purchase order entry/change
- 7. Print purchase orders
- 8. Print manual purchase orders
- 9. Vendor order entry/change
- 10. Receipts processing
- 11. Invoice processing
- 12. Receipts - vendor orders
- 13. Requisition inquiry
- 14. Purchase order inquiry
- 15. Blanket order inquiry
- 16. Inventory reorder report
- 17. Orders/receipts activity rpt
- 18. Daily p.o. activity report
- 19. Purchase order report
- 20. Vendor delivery report
- 21. Requisition purge
- 22. Requisition buyer assignment
- 90. Sign off

Selection

== > 2

F3=Exit F5=Refresh F6=Display messages F14=Work with submitted jobs
 F18=Work with output

REC
CLERK RECORDED 07/31/2008

Santa Fe County
Purchase Requisition Approval

Approval level . . . : *ALL

Requisition to _____

Starting number(s)

Type options, press Enter.

1=Select

Requisition

Opt	Number	Requisitioned By	Vendor	Status
—	0000930037	SAM PAGE	INX INC.	REQ-APRVL >\$10000
—	0000930063	ROBERT GUTIERREZ/MV	ROTO-ROOTER	REQ-APPROVAL LT \$1
—	0000930069	PAUL CASAUS	JOBSITE	REQ-APRVL < \$500
—	0000930074	PAUL CASAUS	JOBSITE	REQ-APRVL < \$500
—	0000930084	EVELYN VALENCIA	JOANN'S SECRETA	REQ-APPROVAL LT \$1
—	0000930085	NAOMI SALAZAR	VIGIL, VIRGINIA	REQ-APRVL < \$500
—	0000930091	NAOMI SALAZAR	CITY OF SANTA F	REQ-APPROVAL LT \$1
—	0000930101	NANCY CALHOUN / RECC	PRIORITY DISPAT	REQ-APPROVAL LT \$1
—	0000930104	NANCY CALHOUN / RECC	SUNGARD HTE, IN	REQ-APRVL >\$10000
—	0000930109	NANCY CALHOUN / RECC	SUNGARD HTE, IN	REQ-APPROVAL LT \$1

F3=Exit

F9=Invoice Review

F13=Display by requisitioner

F17=Subset

CLERK RECORDED 07/31/2008

Santa Fe County
Purchase Requisition Approval

Approval level . . . : *ALL

Position to _____ Starting character(s)

1=Select

Opt	Requisitioned By	Requisition Number	Vendor	Status
-	ALICE S.	0000930394	ROMERO, JENNIFE	REQ-APRVL < \$500
-	ALICE S.	0000930396	PEREZ, MELANIE	REQ-APRVL < \$500
-	ALICE S.	0000930398	ALICE SEALEY	REQ-APRVL < \$500
-	ALICE S.	0000930507	ROCKY MOUNTAIN	REQ-APPROVAL LT \$1
-	ALICE S.	0000930516	CANON FINANCIAL	REQ-APPROVAL LT \$1
-	AMANDA HARGIS	0000930175	ESRI INC	REQ-APRVL >\$10000
-	AMANDA HARGIS	0000930541	LATITUDE GEOGRA	REQ-APPROVAL LT \$1
-	BECKY B.	0000930174	ST. VINCENT HOS	REQ-APRVL >\$10000
-	BECKY B.	0000930177	LIFE LINK, THE	REQ-APRVL >\$10000
-	BECKY B.	0000930178	AYUDANTES, INC.	REQ-APPROVAL LT \$1

F3=Exit F9=Invoice Review F13=Display by requisition number F17=Subst

CLERK RECORDED 07/31/09

Santa Fe County
Purchase Requisition Approval

CLERK RECORDED 07/31/2008

Approval level . . . : *ALL

Requisition to KAREN Starting character(s)

1=Select

Opt	Requisitioned By	Requisition Number	Vendor	Status
-	ALICE S.	0000930394	ROMERO, JENNIFE	REQ-APRVL < \$500
-	ALICE S.	0000930396	PEREZ, MELANIE	REQ-APRVL < \$500
-	ALICE S.	0000930398	ALICE SEALEY	REQ-APRVL < \$500
-	ALICE S.	0000930507	ROCKY MOUNTAIN	REQ-APPROVAL LT \$1
-	ALICE S.	0000930516	CANON FINANCIAL	REQ-APPROVAL LT \$1
-	AMANDA HARGIS	0000930175	ESRI INC	REQ-APRVL >\$10000
-	AMANDA HARGIS	0000930541	LATITUDE GEOGRA	REQ-APPROVAL LT \$1
-	BECKY B.	0000930174	ST. VINCENT HOS	REQ-APRVL >\$10000
-	BECKY B.	0000930177	LIFE LINK, THE	REQ-APRVL >\$10000
-	BECKY B.	0000930178	AYUDANTES, INC.	REQ-APPROVAL LT \$1

F3=Exit F9=Invoice Review F13=Display by requisition number F17=Subst

Approval level . . . : *ALL

Position to _____ Starting character(s)

1=Select

CLERK RECORDED 07/31/2008

Opt	Requisitioned By	Requisition Number	Vendor	Status
-	KAREN SMITH	0000930511	OFFICE DEPOT	REQ-APRVL < \$500
-	KEITH HENRY	0000930274	MAIL & COPY BUS	REQ-APRVL < \$500
-	KEITH HENRY	0000930275	BATTERIES PLUS	REQ-APPROVAL LT \$1
-	KEITH HENRY	0000930277	DAY, ELIZABETH	REQ-APPROVAL LT \$1
-	KEITH HENRY	0000930278	BUGMAN, INC.	REQ-APPROVAL LT \$1
-	KEITH HENRY	0000930280	RED PHOENIX FIR	REQ-APRVL < \$500
-	KEITH HENRY	0000930281	UNDER CAR CARE	REQ-APPROVAL LT \$1
-	KEITH HENRY	0000930282	SUPERIOR MOTOR	REQ-APRVL < \$500
-	KEITH HENRY	0000930284	NAPA AUTO PARTS	REQ-APPROVAL LT \$1
-	KEITH HENRY	0000930285	HUNTER BUILDING	REQ-APPROVAL LT \$1

F3=Exit F9=Invoice Review F13=Display by requisition number F17=Subst

Santa Fe County
Purchase Requisition Approval

Approval level . . . : *ALL

Position to _____ Starting character(s)

1=Select

CLERK RECORDED 07/31/2008

Opt	Requisitioned By	Requisition Number	Vendor	Status
1	KAREN SMITH	0000930511	OFFICE DEPOT	REQ-APRVL < \$500
-	KEITH HENRY	0000930274	MAIL & COPY BUS	REQ-APRVL < \$500
-	KEITH HENRY	0000930275	BATTERIES PLUS	REQ-APPROVAL LT \$1
-	KEITH HENRY	0000930277	DAY, ELIZABETH	REQ-APPROVAL LT \$1
-	KEITH HENRY	0000930278	BUGMAN, INC.	REQ-APPROVAL LT \$1
-	KEITH HENRY	0000930280	RED PHOENIX FIR	REQ-APRVL < \$500
-	KEITH HENRY	0000930281	UNDER CAR CARE	REQ-APPROVAL LT \$1
-	KEITH HENRY	0000930282	SUPERIOR MOTOR	REQ-APRVL < \$500
-	KEITH HENRY	0000930284	NAPA AUTO PARTS	REQ-APPROVAL LT \$1
-	KEITH HENRY	0000930285	HUNTER BUILDING	REQ-APPROVAL LT \$1

F3=Exit F9=Invoice Review F13=Display by requisition number F17=Subst

Purchase Requisition Approval - REQ-APPROVAL LT \$10000

Requisition number . . . : 0000930511
 Type : 1 PURCHASE REQUISITION
 Reason : OFFICE SUPPLIES FOR FINANCE DIVISION
 By : KAREN SMITH
 Date : 7/08/08
 Vendor#/name : 7607 OFFICE DEPOT
 Buyer :
 Contract nbr :
 Ship to : FI FINANCE DIVISION/ASD
 Deliver by date : 6/30/09
 Fiscal year code . . . : C C=Current year, P=Previous year, F=Future year

Type options, press Enter.

5=Display 8=Item extended description

Opt Line#	Quantity	UOM	Description
- 1	5200.00	EA	125-349 SHREDDER, CROSS CUT, 100 SHEETS MAXIMUM (1 @ 5,200.00)
- 2	8.00	EA	FELLOWES OIL FOR SHREDDER

Total: 5608.00

F3=Exit F7=Alternate view F8=Requisition quotes F9=Approve
 F11=Cancel req F12=Cancel F24=More keys

CLERK RECORDED 07/31/08 2000

Sign On

System : SFCOUNTY
Subsystem : QINTER
Display : EVALENCIAL

ATTACHMENT "C" 1 of 15

User _____
Password _____
Program/procedure _____
Menu _____
Current library _____

SFC CLERK RECORDED 07/31/2008

(C) COPYRIGHT IBM CORP. 1980, 2003.

Sign On

System : SFCOUNTY
Subsystem : QINTER
Display : EVALENCIA

User EVELYN
Password _____
Program/procedure _____
Menu _____
Current library _____

SFC
CLERK
RECORDED
07/31/2008

Sign-on Information

Previous sign-on : 07/09/08 09:15:37

System:

SFCOUNTY

SFC CLERK RECORDED 07/31/2008

Press Enter to continue.

F3=Exit sign-on request F9=Change password
(C) COPYRIGHT IBM CORP. 1980, 2003.

Select one of the following:

- 2. Rural Addressing
- 3. City Hall
- 4. Planning & Zoning Main Menu
- 5. Code Enforcement Main Menu
- 6. SFC Land Parcel Management
- 7. Appraisal Plus
- 9. Cash Receipts
- 10. SFC Tax Billing Main Menu
- 11. Clerk Indexing
- 90. Sign off
- 12. Clerk Applications
- 13. Indigent Claims
- 14. Business Registration
- 19. Fixed Assets
- 20. GMBA (Accounting)
- 21. Purchasing/Inventory
- 22. Accounts Receivable Main Menu
- 23. Payroll/Personnel Main Menu
- 24. Global Financials

Selection
== > 21

F3=Exit F5=Refresh F6=Display messages F14=Work with submitted jobs
F18=Work with output

Select one of the following:

- 1. File Maintenance Menu
- 2. Inquiry Menu
- 3. Demand Reports Menu
- 4. Purchasing/Receiving Menu
- 5. Issuing/Allocation Menu
- 6. Period End Menu
- 7. Physical Inventory Menu
- 8. Bids Menu

- 10. Field Purchase Order Menu
- 11. PI Custom Options Menu

- 90. Sign off

12. Bar Code Processing Menu

Selection

== > 4

F3=Exit F5=Refresh F6=Display messages F14=Work with submitted jobs
 F18=Work with output

CLERK RECORDED 07/31/2008

Select one of the following:

- | | |
|---------------------------------|----------------------------------|
| 1. Requisition entry | 12. Receipts - vendor orders |
| 2. Requisition approval | 13. Requisition inquiry |
| 4. Requisition buyer processing | 14. Purchase order inquiry |
| 5. Inventory reorder processing | 15. Blanket order inquiry |
| 6. Purchase order entry/change | 16. Inventory reorder report |
| 7. Print purchase orders | 17. Orders/receipts activity rpt |
| 8. Print manual purchase orders | 18. Daily p.o. activity report |
| 9. Vendor order entry/change | 19. Purchase order report |
| 10. Receipts processing | 20. Vendor delivery report |
| 11. Invoice processing | 21. Requisition purge |
| | 22. Requisition buyer assignment |
| 90. Sign off | |

Selection

== > 13

F3=Exit F5=Refresh F6=Display messages F14=Work with submitted jobs
 F18=Work with output

CLERK RECORDED 07/31/2008

Santa Fe County
Requisition Inquiry

Position to _____

Type option, press Enter.

1=Select 6=Print 7=Date entered/by

Opt	Req. #	Vendor Name	Requisitioned by
—	0009007647	US BANCORP PIPER JAFFRAY	KATHERINE MILLER
—	0009007646	US BANCORP PIPER JAFFRAY	KATHERINE MILLER
—	0009007645	HUGHES & STRUMOR LTD CO.	KATHERINE MILLER
—	0009007644	HUGHES & STRUMOR LTD CO.	KATHERINE MILLER
—	0009007643	HUGHES & STRUMOR LTD CO.	KATHERINE MILLER
—	0009007642	BARRACLOUGH & ASSOC., P.C.	KATHERINE MILLER
—	0009007641	TRADE (TRI-AREA ASSOC.	SUSAN LUCERO
—	0009007640	A.S. HORNER	TED BARBER
—	0009007639	DENNIS ENGINEERING	TED BARBER
—	0009007638	CORNELL CORRECTIONS INC.	BERON BRISCOE
—	0009007637	CORNELL CORRECTIONS INC.	BERON BRISCOE
—	0009007636	ALBUQUERQUE PUBLISHING	EVA BROCK
—	0009007635	EXPERT TIRE	BILL MCSWEENEY
—	0009007634	NEW MEXICAN INC.	STEPHANIE LYON

F3=Exit F17=Subset

CLERK RECORDED 07/31/2008

REC CLERK RECORDED 07/31/2008

Requisition Selection

Position to . . .
 Type option, pres
 =Select 6=Pr
 Opt Req. #
 0009007647
 0009007646
 0009007645
 0009007644
 0009007643
 0009007642
 0009007641
 0009007640
 0009007639
 0009007638
 0009007637
 0009007636
 0009007635
 0009007634
 F3=Exit F17=Su

Type information, press Enter.
 Requisition number . . . _____
 P.O. number _____
 Req. date range . . . _____ to 7082008
 Approval date range _____ to 7082008
 Item description . . . _____

 and search type . . . - B or C
 Commodity/Subcomm (F4) _____ / _____
 Department/Division. . _____ / _____
 Req. status (F4) . . . _____
 Ship to location (F4) _____
 Account number _____

 Vendor number _____
 or Name _____
 and search type . . . - B or C
 F4=Prompt F12=Cancel

SFC CLERK RECORDED 07/31/2008

Requisition Selection

Position to . . .
 Type option, press
 =Select 6=Pr
 Opt Req. #
 0009007647
 0009007646
 0009007645
 0009007644
 0009007643
 0009007642
 0009007641
 0009007640
 0009007639
 0009007638
 0009007637
 0009007636
 0009007635
 0009007634
 F3=Exit F17=Su

Type information, press Enter.
 Requisition number . . . _____
 P.O. number _____
 Req. date range . . . _____ to 7092008
 Approval date range _____ to 7092008
 Item description . . . _____

 and search type . . . B or C
 Commodity/Subcomm (F4) _____ / _____
 Department/Division. . _____ / _____
 Req. status (F4) . . . _____
 Ship to location (F4) _____
 Account number _____

 Vendor number _____
 or Name OFFICE DEPOT
 and search type . . . B B or C
 F4=Prompt F12=Cancel

Position to . . .
 Type option, press
 1=Select 6=Pr
 Opt Req. #
 --- 0009007647
 --- 0009007646
 --- 0009007645
 --- 0009007644
 --- 0009007643
 --- 0009007642
 --- 0009007641
 --- 0009007640
 --- 0009007639
 --- 0009007638
 --- 0009007637
 --- 0009007636
 --- 0009007635
 --- 0009007634

Vendor Name Search

Position to . . . _____

Type option, press Enter.
1=Select

Opt	Vendor#	Name
---	7607	OFFICE DEPOT
---	11360	OFFICE MAX
---	4269	OFFICE MAX AMERICAN SQUARE
---	13970	OFFICE OF ARCHEOLOGICAL STUDIE
---	18187	OFFICE OF ATTORNEY GENERAL
---	14061	OFFICE OF NAT'L DRUG CONTROL P

F12=Cancel F7=Detail

F3=Exit F17=Su

+

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-
3
-
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-
2
0
8

FC
C
C
E
R
K
R
E
G
O
R
D
E
D
0
7
3
1
/
2
0
8

Position to . . .
 Type option, press
 =Select 6=Pr
 Opt Req. #
 0009007647
 0009007646
 0009007645
 0009007644
 0009007643
 0009007642
 0009007641
 0009007640
 0009007639
 0009007638
 0009007637
 0009007636
 0009007635
 0009007634

Vendor Name Search

Position to . . . _____

Type option, press Enter.
 1=Select

Opt	Vendor#	Name
<u>1</u>	7607	OFFICE DEPOT
—	11360	OFFICE MAX
—	4269	OFFICE MAX AMERICAN SQUARE
—	13970	OFFICE OF ARCHEOLOGICAL STUDIE
—	18187	OFFICE OF ATTORNEY GENERAL
—	14061	OFFICE OF NAT'L DRUG CONTROL P

F12=Cancel F7=Detail

F3=Exit F17=Su

SFC CLERK RECORDED 07/31/2008

Requisition Selection

Position to . . .
 Type option, press
 =Select 6=Pr
 Opt Req. #
 0009007647
 0009007646
 0009007645
 0009007644
 0009007643
 0009007642
 0009007641
 0009007640
 0009007639
 0009007638
 0009007637
 0009007636
 0009007635
 0009007634
 F3=Exit F17=Su

Type information, press Enter.
 Requisition number . . . _____
 P.O. number _____
 Req. date range . . . _____ to 7092008
 Approval date range _____ to 7092008
 Item description . . . _____

 and search type . . . - B or C
 Commodity/Subcomm (F4) _____ / _____
 Department/Division. . . _____ / _____
 Req. status (F4) . . . _____
 Ship to location (F4) _____
 Account number _____
 Vendor number 7607
 or Name OFFICE DEPOT
 and search type . . . - B or C
 F4=Prompt F12=Cancel

Santa Fe County
Requisition Inquiry

Position to _____

Type option, press Enter.

1=Select 6=Print 7=Date entered/by

Opt	Req. #	Vendor Name	Requisitioned by
—	0009007584	OFFICE DEPOT COMMERCIAL DIV.	JENNIFER VILLA
—	0009007568	OFFICE DEPOT COMMERCIAL DIV.	ERIC BARRAZA
—	0009007549	OFFICE DEPOT COMMERCIAL DIV.	MANNY VIGIL
—	0009007547	OFFICE DEPOT COMMERCIAL DIV.	TERRY C. LOPEZ
—	0009007513	OFFICE DEPOT COMMERCIAL DIV.	EVA BROCK
—	0009007494	OFFICE DEPOT COMMERCIAL DIV.	ERIC BARRAZA
—	0009007462	OFFICE DEPOT COMMERCIAL DIV.	TERRY C. LOPEZ
—	0009007395	OFFICE DEPOT COMMERCIAL DIV.	EPPIE HERRERA
—	0009007394	OFFICE DEPOT COMMERCIAL DIV.	SUZETTE BERRY
—	0009007336	OFFICE DEPOT COMMERCIAL DIV.	EPPIE HERRERA
—	0009007324	OFFICE DEPOT COMMERCIAL DIV.	KAREN MOLAS
—	0009007305	OFFICE DEPOT COMMERCIAL DIV.	ROXANE DAVID
—	0009007290	OFFICE DEPOT COMMERCIAL DIV.	ROBIN SAIZ
—	0009007192	OFFICE DEPOT COMMERCIAL DIV.	EVA BROCK

F3=Exit F17=Subset

CLERK RECORDED 07/31/2008

Santa Fe County
Requisition Inquiry

Position to _____

Type option, press Enter.

1=Select 6=Print 7=Date entered/by

Opt	Req. #	Vendor Name	Requisitioned by
—	0009000801	OFFICE DEPOT	SEAN TRUJILLO
—	0009000542	OFFICE DEPOT	STEPHANIE LYON
—	0009000535	OFFICE DEPOT/SF	SEAN TRUJILLO
—	0009000503	OFFICE DEPOT/SF	TERRY LOPEZ
—	0009000439	OFFICE DEPOT/SF	CHRISTINA MAKI
—	0009000438	OFFICE DEPOT/SF	CHRISTINA MAKI
—	0009000350	OFFICE DEPOT/SF	EVA BROCK
—	0009000246	OFFICE DEPOT	CHRISTINA MAKI
—	0009000228	OFFICE DEPOT	CHRISTINA MAKI
—	0009000159	OFFICE DEPOT	KARLA ARCHULETA
—	0000930542	OFFICE DEPOT	KAREN SMITH
—	0000930511	OFFICE DEPOT	KAREN SMITH
—	0000930011	OFFICE DEPOT	SAM PAGE
—	0000811892	OFFICE DEPOT	FRAN DUNAWAY

F3=Exit F17=Subset

CLERK RECORDED 07/31/2008

Santa Fe County
Requisition Inquiry

Position to _____

Type option, press Enter.

1=Select 6=Print 7=Date entered/by

Opt	Req. #	Vendor Name	Requisitioned by
-	0009000801	OFFICE DEPOT	SEAN TRUJILLO
-	0009000542	OFFICE DEPOT	STEPHANIE LYON
-	0009000535	OFFICE DEPOT/SF	SEAN TRUJILLO
-	0009000503	OFFICE DEPOT/SF	TERRY LOPEZ
-	0009000439	OFFICE DEPOT/SF	CHRISTINA MAKI
-	0009000438	OFFICE DEPOT/SF	CHRISTINA MAKI
-	0009000350	OFFICE DEPOT/SF	EVA BROCK
-	0009000246	OFFICE DEPOT	CHRISTINA MAKI
-	0009000228	OFFICE DEPOT	CHRISTINA MAKI
-	0009000159	OFFICE DEPOT	KARLA ARCHULETA
<u>1</u>	0000930542	OFFICE DEPOT	KAREN SMITH
<u>1</u>	0000930511	OFFICE DEPOT	KAREN SMITH
-	0000930011	OFFICE DEPOT	SAM PAGE
-	0000811892	OFFICE DEPOT	FRAN DUNAWAY

F3=Exit F17=Subset

CLERK RECORDED 07/31/2008

PURCHASE ORDER

IMPORTANT

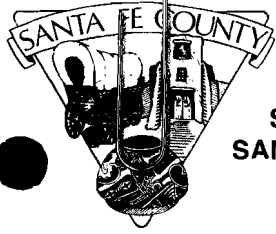
THIS PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES AND SHIPPING CONTAINERS. INVOICES ARE TO BE IN DUPLICATE.

PAGE: 1

P.O. NO.: 010508

DATE: 06/12/08

SEC 06/12/08
CLERK RECORDED 07/31/2008



**SANTA FE COUNTY
SANTA FE, NEW MEXICO**

TO: NEW MEXICAN, THE
PO BOX 2048
SANTA FE, NM 87504-2048

SHIP TO/
INVOICE TO:

Santa Fe County
FINANCE DIVISION/ASD
SANTA FE COUNTY
142 W. PALACE, 2ND FLOOR
SANTA FE, NM 87501

VENDOR NO.		NOTES	
37		1 Federal Tax I.D. Number is required for payment.	
		2 If unable to fill at prices shown, or meet delivery day, please advise immediately.	
		3 All items subject to terms and conditions on reverse.	
DELIVER BY	SHIP VIA	F.O.B.	TERMS
06/16/08			NET
CONFIRM BY		CONFIRM TO	
		SEAN TRUJILLO	
		REQUISITIONED BY	
		EVELYN VALENCIA	
FREIGHT	CONTRACT NO.	ACCOUNT NO.	PROJECT
		21503204337037	811783
			REQ. NO.
			06/11/08
			REQ. DATE

LINE NO.	QUANTITY	UOM	ITEM NO. AND DESCRIPTION	UNIT COST	EXTENDED COST
1	54.10	EA	ADVERTISEMENT FOR THE LODGERS' TAX ADVISORY BOARD MEETING TO BE HELD ON JUNE 26, 2008. THIS AD TO RUN ON 6/16/08 IN THE LEGAL SECTION.	1.0000	54.10
				SUB-TOTAL	54.10
				TOTAL	54.10

Santa Fe County
Approval For Payment

Pay Per Invoice. Certification Is Made that Services/Materials have been Received and Meet specifications.

Buyer: _____
Date: _____
Requester: *[Signature]*
Date: *7/16/08*

If Not Acceptable - Document Reason

NOT VALID UNLESS SIGNED BY THE COUNTY FINANCE DIRECTOR OR THE COUNTY PURCHASING AGENT.

AUTHORIZED SIGNATURE & TITLE

VENDOR'S COPY

Sign On

ATTACHMENT "E" 1 of 14

System : SFCOUNTY
Subsystem : QINTER
Display : EVALENCIA

User _____
Password _____
Program/procedure _____
Menu _____
Current library _____

SEC CLERK RECORDED 07/31/2008

(C) COPYRIGHT IBM CORP. 1980, 2003.

Sign On

System : SFCOUNTY
Subsystem : QINTER
Display : EVALENCIA

User EVELYN
Password _____
Program/procedure _____
Menu _____
Current library _____

SFC CLERK RECORDED 07/31/2008

(C) COPYRIGHT IBM CORP. 1980, 2003.

Sign-on Information

Previous sign-on : 07/09/08 09:15:54

System:

SFCOUNTY

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Press Enter to continue.

F3=Exit sign-on request F9=Change password
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Select one of the following:

- 2. Rural Addressing
- 3. City Hall
- 4. Planning & Zoning Main Menu
- 5. Code Enforcement Main Menu
- 6. SFC Land Parcel Management
- 7. Appraisal Plus
- 9. Cash Receipts
- 10. SFC Tax Billing Main Menu
- 11. Clerk Indexing
- 90. Sign off
- 12. Clerk Applications
- 13. Indigent Claims
- 14. Business Registration
- 19. Fixed Assets
- 20. GMBA (Accounting)
- 21. Purchasing/Inventory
- 22. Accounts Receivable Main Menu
- 23. Payroll/Personnel Main Menu
- 24. Global Financials

Selection

== > ____

F3=Exit F5=Refresh F6=Display messages F14=Work with submitted jobs
 F18=Work with output

CLERK RECORDED 07/31/2008

Select one of the following:

- 2. Rural Addressing
- 3. City Hall
- 4. Planning & Zoning Main Menu
- 5. Code Enforcement Main Menu
- 6. SFC Land Parcel Management
- 7. Appraisal Plus
- 9. Cash Receipts
- 10. SFC Tax Billing Main Menu
- 11. Clerk Indexing
- 90. Sign off
- 12. Clerk Applications
- 13. Indigent Claims
- 14. Business Registration
- 19. Fixed Assets
- 20. GMBA (Accounting)
- 21. Purchasing/Inventory
- 22. Accounts Receivable Main Menu
- 23. Payroll/Personnel Main Menu
- 24. Global Financials

Selection

== > 21

F3=Exit F5=Refresh F6=Display messages F14=Work with submitted jobs
 F18=Work with output

CLERK RECORDED 07/31/2008

Select one of the following:

- 1. File Maintenance Menu
- 2. Inquiry Menu
- 3. Demand Reports Menu
- 4. Purchasing/Receiving Menu
- 5. Issuing/Allocation Menu
- 6. Period End Menu
- 7. Physical Inventory Menu
- 8. Bids Menu
- 10. Field Purchase Order Menu
- 11. PI Custom Options Menu
- 90. Sign off
- 12. Bar Code Processing Menu

Selection

== > 4

F3=Exit F5=Refresh F6=Display messages F14=Work with submitted jobs
 F18=Work with output

CLERK RECORDED 07/31/2008

Select one of the following:

- 1. Requisition entry
- 2. Requisition approval
- 4. Requisition buyer processing
- 5. Inventory reorder processing
- 6. Purchase order entry/change
- 7. Print purchase orders
- 8. Print manual purchase orders
- 9. Vendor order entry/change
- 10. Receipts processing
- 11. Invoice processing
- 90. Sign off
- 12. Receipts - vendor orders
- 13. Requisition inquiry
- 14. Purchase order inquiry
- 15. Blanket order inquiry
- 16. Inventory reorder report
- 17. Orders/receipts activity rpt
- 18. Daily p.o. activity report
- 19. Purchase order report
- 20. Vendor delivery report
- 21. Requisition purge
- 22. Requisition buyer assignment

Selection

== > 14

F3=Exit F5=Refresh F6=Display messages F14=Work with submitted jobs
 F18=Work with output

Santa Fe County
Purchase Order Inquiry

CLE
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RECORDED 07/31/2008

Position to PO #
 Type option, press Enter. * = Invoices are waiting review
 =Select 5=View/cancel outstanding 6=Open Item Rpt 9=Invoice Review

Opt	PO #	Vendor Number and Name	Date	Buyer	Status
—	930263	15165 KYOCERA MITA AMERICA, INC.	070808	ST	2
—	930262	10763 PRUDENTIAL OVERALL SUPPLY	070808	ST	2
—	930261	38 NEW MEXICAN, THE (SUBSCRIPTION	070808	ST	2
—	930260	447 ALBUQUERQUE PUBLISHING COMPANY	070808	ST	2
—	930259	17587 SOUTHWEST COPY SYSTEMS, INC	070808	ST	2
—	930258	2387 TELEBEEPER OF NEW MEXICO INC	070808	ST	2
—	930257	2765 WATER MAN, THE	070808	ST	2
—	930256	18209 INTEGRATED ELECTRIC & UTILITY	070808	ST	2
—	930255	59 BIG JO TRUE VALUE HARDWARE	070808	ST	2
—	930254	11144 GOODYEAR	070808	ST	2
—	930253	1676 C & C DISTRIBUTORS	070808	ST	2
—	930252	13226 HILTON INN	070808	ST	2
—	930251	15507 INTERA INCORPORATED	070808	ST	2

More..

F3=Exit F13=Sort by PO date F15=Invoice Review F17=Subset

Santa Fe County
Purchase Order Inquiry

```

.....
Position to PO #. . . . . : Purchase Order Selection
Type option, press Enter. * :
=Select 5=View/cancel outst : Type information, press Enter.
Opt PO # Vendor Number and : PO Number . . . . .
_ 930263 15165 KYOCERA : Requisition Number . . . . .
_ 930262 10763 PRUDENTI : Vendor Number . . . . . or
_ 930261 38 NEW MEXI : Name
_ 930260 447 ALBUQUER : and search type . . . . . B or C
_ 930259 17587 SOUTHWES : Invoice Number . . . . .
_ 930258 2387 TELEBEEP : Contract Number . . . . .
_ 930257 2765 WATER MA : PO date range . . . . . 7082008
_ 930256 18209 INTEGRAT : Delivery date . . . . .
_ 930255 59 BIG JO T : PO Status (F4) . . . . .
_ 930254 11144 GOODYEAR : PO Type (F4) . . . . .
_ 930253 1676 C & C DI : Open or closed . . . . . O or C
_ 930252 13226 HILTON I : Buyer (F4) . . . . .
_ 930251 15507 INTERA I :
: F4=Prompt F12=Cancel
:
F3=Exit F13=Sort by PO date :.....

```

CLERK RECORDED 07/31/2008

Santa Fe County
Purchase Order Inquiry

.....
Position to PO #. : Purchase Order Selection
Type option, press Enter. * :
=Select 5=View/cancel outst : Type information, press Enter.
Opt PO # Vendor Number and : PO Number _____
_ 930263 15165 KYOCERA : Requisition Number _____
_ 930262 10763 PRUDENTI : Vendor Number _____ or
_ 930261 38 NEW MEXI : Name OFFICE DEPOT
_ 930260 447 ALBUQUER : and search type B B or C
_ 930259 17587 SOUTHWES : Invoice Number _____
_ 930258 2387 TELEBEEP : Contract Number _____
_ 930257 2765 WATER MA : PO date range 7082008
_ 930256 18209 INTEGRAT : Delivery date _____
_ 930255 59 BIG JO T : PO Status (F4) _____
_ 930254 11144 GOODYEAR : PO Type (F4) _____
_ 930253 1676 C & C DI : Open or closed O or C
_ 930252 13226 HILTON I : Buyer (F4) _____
_ 930251 15507 INTERA I :
: F4=Prompt F12=Cancel
:
F3=Exit F13=Sort by PO date :

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8

Position to PO |
 Type option, pr |
 =Select 5= |
 Opt PO # V |
 - 930263 |
 - 930262 |
 - 930261 |
 - 930260 |
 - 930259 |
 - 930258 |
 - 930257 |
 - 930256 |
 - 930255 |
 - 930254 |
 - 930253 |
 - 930252 |
 - 930251 |

Vendor Name Search

Position to . . . _____
 Tax id _____

Type option, press Enter.
 1=Select

Opt	Vendor#	Name	Tax ID
-	7607	OFFICE DEPOT	
-	11360	OFFICE MAX	
-	4269	OFFICE MAX AMERICAN SQUARE	
-	13970	OFFICE OF ARCHEOLOGICAL STUDIE	
-	18187	OFFICE OF ATTORNEY GENERAL	
-	14061	OFFICE OF NAT'L DRUG CONTROL P	
-	16045	OFFICE OF THE ATTORNEY GENERAL	

F7=Additional information F12=Cancel

F3=Exit F13=Sort by PO date :.....0-8

C
C
E
R
E
K
R
E
G
O
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E
D
0
7
/0
8
/0
8
0
-
8

Position to PO
Type option, pr
=Select 5=
Opt PO # V

Vendor Name Search

Position to . . . _____
Tax id _____

Type option, press Enter.
1=Select

Opt	Vendor#	Name	Tax ID
1	7607	OFFICE DEPOT	
-	11360	OFFICE MAX	
-	4269	OFFICE MAX AMERICAN SQUARE	
-	13970	OFFICE OF ARCHEOLOGICAL STUDIE	
-	18187	OFFICE OF ATTORNEY GENERAL	
-	14061	OFFICE OF NAT'L DRUG CONTROL P	
-	16045	OFFICE OF THE ATTORNEY GENERAL	

F7=Additional information F12=Cancel

F3=Exit F13=Sort by PO date :.....0.8

C
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2
0
8

Santa Fe County
Purchase Order Inquiry

```

.....
Position to PO #. . . . . : Purchase Order Selection
Type option, press Enter. * :
=Select 5=View/cancel outst : Type information, press Enter.
Opt PO # Vendor Number and : PO Number . . . . .
- 930263 15165 KYOCERA : Requisition Number . . .
- 930262 10763 PRUDENTI : Vendor Number . . . . . 7607 or
- 930261 38 NEW MEXI : Name OFFICE DEPOT
- 930260 447 ALBUQUER : and search type . . . . . B or C
- 930259 17587 SOUTHWES : Invoice Number . . . . .
- 930258 2387 TELEBEEP : Contract Number . . . . .
- 930257 2765 WATER MA : PO date range . . . . . 7082008
- 930256 18209 INTEGRAT : Delivery date . . . . .
- 930255 59 BIG JO T : PO Status (F4) . . . . .
- 930254 11144 GOODYEAR : PO Type (F4) . . . . .
- 930253 1676 C & C DI : Open or closed . . . . . 0 or C
- 930252 13226 HILTON I : Buyer (F4) . . . . . JC
- 930251 15507 INTERA I :
: F4=Prompt F12=Cancel
:
F3=Exit F13=Sort by PO date :
.....

```

C
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Santa Fe County
Purchase Order Inquiry

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.....
Position to PO #. . . . . : Purchase Order Selection
Type option, press Enter. * :
=Select 5=View/cancel outst : Type information, press Enter.
Op PO # Vendor Number and : PO Number . . . . .
- 930263 15165 KYOCERA : Requisition Number . .
- 930262 10763 PRUDENTI : Vendor Number . . . . . 7607 or
- 930261 38 NEW MEXI : Name OFFICE DEPOT
- 930260 447 ALBUQUER : and search type . . B or C
- 930259 17587 SOUTHWES : Invoice Number . . . .
- 930258 2387 TELEBEEP : Contract Number . . .
- 930257 2765 WATER MA : PO date range . . 07012008 7082008
- 930256 18209 INTEGRAT : Delivery date . . . .
- 930255 59 BIG JO T : PO Status (F4) . . . .
- 930254 11144 GOODYEAR : PO Type (F4) . . . .
- 930253 1676 C & C DI : Open or closed . . . . O or C
- 930252 13226 HILTON I : Buyer (F4) . . . . . JC
- 930251 15507 INTERA I :
: F4=Prompt F12=Cancel
:
F3=Exit F13=Sort by PO date :.....

```

REC
CLERK
RECORDED
07/31/2008

Santa Fe County Fire Department

Memorandum

Date: October 28, 2003
To: Daniel Razatos, Purchasing
From: Lorie Mullings, Fire Administration *LM*
Re: Change Order Request

Please process a change order to the attached FY04 purchase order #402974. Please change the date of the course from Oct. 17-19, 2003 to Dec. 19-21, 2003, Eastern Region. The individual was unable to attend the course on the initial date given.

If there are any questions do not hesitate to contact me.

Thank you.



 **RECEIVED**
10/29/2003

PURCHASE ORDER

SANTA FE COUNTY
SANTA FE, NEW MEXICO

IMPORTANT!
THIS PURCHASE ORDER NUMBER
MUST APPEAR ON ALL INVOICES
AND SHIPPING CONTAINERS.
INVOICES ARE TO BE IN DUPLICATE.

PAGE: 1
P.O. NO: 403436
DATE: 10/16/03

SHIP TO/
INVOICE TO:

Santa Fe County
UTILITIES DEPARTMENT
205 MONTEZUMA AVENUE
SANTA FE, NM 87501

NOTES

Federal Tax ID Number is required for payment.
If unable to fill at prices shown, or meet delivery day, please advise immediately.
All items subject to terms and conditions on reverse.

NET

EVELYN VALENCIA

GARY ROYBAL/MO

30514104445002

401513

08/01/03

QUANTITY	UNIT	ITEM NO. AND DESCRIPTION	UNIT COST	EXTENDED COST
1.0000	EA	PROFESSIONAL SERVICES AGREEMENT FOR THE LEGAL SERVICES FOR SANTA FE COUNTY PER CONTRACT 524-0067-UT EXP. 9/30/04.	100000.00	100000.00
SUB-TOTAL				100000.00
TOTAL				100000.00

*Please issue
change order*

*Changed to:
350-1430-482-8010*

*Shirley
Inchell*


SIGNED BY THE COUNTY FINANCE
COUNTY PURCHASING AGENT

SFC CLERK RECORDED 07/31/2008

DWI PROGRAM/CHEDD

1925 Aspen Drive, Suite 502-A
Santa Fe, New Mexico 87505

MEMORANDUM

TO: James, Purchasing
FROM: Joyce Varela, DWI Program 
DATE: February 18, 2004
RE: Change Order

I am writing to request that you process a change order to Purchase Order#405475 (copy attached) that was processed to the Office Depot for office supplies, please increase it by \$2.49 on line three. The amount for the sticky back tape cost more than originally priced.

If you have any questions, please contact me at 992-9843.

Thank you.



PURCHASE ORDER

**SANTA FE COUNTY
SANTA FE, NEW MEXICO**

IMPORTANT
THIS PURCHASE ORDER NUMBER
MUST APPEAR ON ALL INVOICES
AND SHIPPING CONTAINERS.
INVOICES ARE TO BE IN DUPLICATE.

PAGE: 1
P.O. NO.: 405957
DATE: 02/03/04

SFC CLERK RECORDED 07/31/2008

WALLACE CORP.
1750 WALLACE AVE.
ST. CHARLES, IL 60174

SHIP TO/
INVOICE TO:

Santa Fe County
FINANCE DEPARTMENT
102 GRANT AVE.
P.O. BOX 276
SANTA FE, NM 87504-0276

NOTES

- 1 Federal Tax I.D. Number is required for payment.
- 2 If unable to fill at prices shown, or meet delivery day, please advise immediately.
- 3 All items subject to terms and conditions on reverse.

ENDORSE NO.
174

DELIVER BY	SHIP VIA	F.O.B.	TERMS

CONFIRM BY	CONFIRM TO	REQUISITIONED BY

FREIGHT	CONTRACT NO.	ACCOUNTING NO.	PROJECT	REQ NO.	REQ DATE
	10103014126007			406490	02/03/04

QTY	QUANTITY	UOM	ITEM NO. AND DESCRIPTION	UNIT COST	EXTENDED COST
	6.85	EA	LASER CUT 1099 MISC COPY A FEDERAL FORMS, (QUANTITY 1 PACKAGE @ \$6.85EA = \$6.85) VENDOR ITEM NO. - LMISCFED	1.0000	6.85
	6.85	EA	LASER CUT 1099 MISC COPY B, RECEIPT, (QUANTITY 1 PACKAGE @ \$6.85EA = \$6.85) VENDOR ITEM NO. - LMISCREC	1.0000	6.85
	6.85	EA	LASER CUT 1099 MISC COPY C, PAYER/STATE (QUANTITY 1 PACKAGE @ \$6.85EA = \$6.85) VENDOR ITEM NO. - LMISCPAY	1.0000	6.85
	18.45	EA	DOUBLE WINDOW ENVELOPES FOR 1099 MISC FORMS, (QUANTITY 50 @ \$18.45/50 = \$18.45) VENDOR ITEM NO. - 7956E	1.0000	18.45
	20.00	EA	SHIPPING (OVERNIGHT)	1.0000	20.00
			SUB-TOTAL		59.00
			TOTAL		59.00

Please see...
OVERNIGHT SHIPPING CHARGES
Total \$59.00

VALID UNLESS SIGNED BY THE COUNTY FINANCE
DIRECTOR OR THE COUNTY PURCHASING AGENT.

PRINTED SIGNATURE & TITLE

FILE COPY

SANTA COUNTY
 BOARD OF COUNTY COMMISSIONERS
 INTERNAL PURCHASE REQUISITION

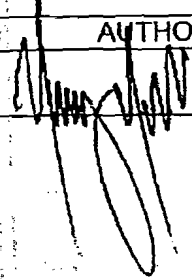
(PLEASE TYPE OR PRINT CLEARLY)



PURCHASE ORDER NUMBER
 404851
 CHANGE ORDER
 1

DATE:	2/20/2004
DEPT./DIVISION:	Solid Waste
PURPOSE:	Add line item #2

		Vendor #1			Vendor #2			Vendor #3		
Company Name		Mesa Steel								
Address										
City, State, Zip Code										
Phone No.										
Contact										
ITEM	Description	Qty.	Unit Price	Extend. Price	Qty.	Unit Price	Extend. Price	Qty.	Unit Price	Extend. Price
2	Add Line Item #2 for additional materials needed to repair solid waste unit #674 1@ \$137.85	137.85	\$ 1.00	\$ 137.85						
Subtotal										
Tax (If Applicable)										
Shipping Charges										
TOTAL										

AUTHORIZED SIGNATURE 	I HEREBY CERTIFY THAT REQUESTS THAT DO NOT EXCEED \$500 ARE BEING PROCURED AT THE BEST AVAILABLE PRICE	COST CENTER/LINE ITEM
		101-0605-443-4006



PURCHASE ORDER

THIS PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES AND SHIPPING CONTAINERS. INVOICES ARE TO BE IN DUPLICATE.

PAGE: 1
P.O. NO.: 404676
DATE: 12/03/03

**SANTA FE COUNTY
SANTA FE, NEW MEXICO**

CAPITOL FORD
P. O. BOX 15000
SANTA FE, NM 87505

SHIP TO/
INVOICE TO:

Santa Fe County
PUBLIC WORKS DEPARTMENT
2600 GALISTEO ROAD
SANTA FE, NM 87505

ENDOR NO.	NOTES
25	1 Federal Tax I.D. Number is required for payment.
	2 If unable to fill at prices shown, or meet delivery day, please advise immediately.
	3 All items subject to terms and conditions on reverse.

DATE	SHIP VIA	FOB	TERMS
1/30/04			NET
CONFIRM BY	CONFIRM TO	APPROVED BY	
	CHAVEZ, JAMES	LORINA A SANCHEZ	
FREIGHT	CONTRACT NO.	ACCOUNT NO.	PROJECT
	10112014244004		405087
			12/03/03

QTY	UNIT	ITEM NO. AND DESCRIPTION	UNIT COST	EXTENDED COST
112.00	EA	REAR END RING & PINION ESTIMATE FOR UNIT #27-SHERIFF DEPARTMENT AS REQUESTED BY GERARD ROYBAL. PRICE IS ESTIMATED ON 1 & 1/2 HOURS @ \$75.00 PER HOUR PLUS TAX ON LABOR.	1.0000	112.00
			SUB-TOTAL	112.00
			TOTAL	112.00

*Please increase by \$13.00
To cover for Tax on Labor.*

VALID UNLESS SIGNED BY THE COUNTY FINANCE DIRECTOR OR THE COUNTY PURCHASING AGENT.

AUTHORIZED SIGNATURE & TITLE

DEPARTMENT HEAD

SFC CLERK RECORDED 07/31/2008



**SANTA FE COUNTY
SANTA FE, NEW MEXICO**

**PURCHASE
ORDER**

IMPORTANT
THIS PURCHASE ORDER NUMBER
MUST APPEAR ON ALL INVOICES
AND SHIPPING CONTAINERS.
INVOICES ARE TO BE IN DUPLICATE.

PAGE: 1
P.O. NO: 40194
DATE: 08/22/03

SFC CLERK RECORDED 07/31/20

TO: NU-MEX
6717 LOMAS NE
(NO LONGER IN BUSINESS)
ALBUQUERQUE, NM 87110

SHIP TO/
INVOICE TO:

Santa Fe County
PUBLIC WORKS DEPARTMENT
2600 GALISTEO ROAD
SANTA FE, NM 87505

NOTES

- 1 Federal Tax I.D. Number is required for payment.
- 2 If unable to fill at prices shown, or meet delivery day, please advise immediately.
- 3 All items subject to terms and conditions on reverse.

6740	
------	--

09/30/03			NET
	CHAVEZ, JAMES		LORINA A SANCHEZ
	10112014244004	402116	08/20/03

LINE NO	QUANTITY	UNIT	ITEM NO. AND DESCRIPTION	UNIT COST	EXTENDED COST
1	75.60	EA	TAIL LIGHT #F0280150 FOR UNIT #35-SHERIFF DEPARTMENT AS REQUESTED BY RON CATANACH.	1.0000	75.60
				SUB-TOTAL	75.60
				TOTAL	75.60

*Please Cancel This
PO. Wrong Vendor Was
Chosen. [Signature] 8/27/03*

NOT VALID UNLESS SIGNED BY THE COUNTY FINANCE DIRECTOR OR THE COUNTY PURCHASING AGENT.

[Signature]
AUTHORIZED SIGNATURE & TITLE

VENDOR COPY



PURCHASE ORDER

**SANTA FE COUNTY
SANTA FE, NEW MEXICO**

IMPORTANT
THIS PURCHASE ORDER NUMBER
MUST APPEAR ON ALL INVOICES
AND SHIPPING CONTAINERS.
INVOICES ARE TO BE IN DUPLICATE.

PAGE: 1
P.O. NO: 402903
DATE: 09/29/03

SFC LEK RECORDED 07/31/2

TO: AB-1 LOCKSMITH SERVICE
1915 CERRILLOS ROAD
SANTA FE, NM 87505

SHIP TO/
INVOICE TO:

Santa Fe County
SF COUNTY SHERIFF'S DEPT-
#35 CAMINO JUSTICIA
SANTA FE, NM 87508

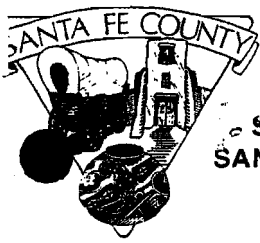
VENDOR NO. 463		NOTES 1 Federal Tax I.D. Number is required for payment. 2 If unable to fill at prices shown, or meet delivery day, please advise immediately. 3 All items subject to terms and conditions on reverse.	
DELIVER BY 06/30/04	SHIP VIA	TERMS	NET
CONFIRM BY	CONFIRM TO WILLIAM BABCOCK	REQUISITIONED BY ROBERT GARCIA/SFSD	
FREIGHT	CONTRACT NO.	ACCOUNT NO. 10112014244007	REQ. NO. 403209 REQ. DATE 09/29/03

LINE NO.	QUANTITY	UOM	ITEM NO. AND DESCRIPTION	UNIT COST	EXTNDLD COST
1	45.00	EA	SERVICE CALL TO BUILDING	1.0000	45.00
2	31.50	EA	CYLINDER REKEY (2-RECORDS/1-DWI OFFICE/ 3 @ \$10.50 EA)	1.0000	31.50
3	15.75	EA	DUPLICATE KEYS (9 @ \$1.75 EA)	1.0000	15.75
4	9.00	EA	DUPLICATE MASTER KEYS (4 @ \$2.25 EA)	1.0000	9.00
5	10.00	EA	ESTIMATION ON TAX ON LABOR	1.0000	10.00
				SUB-TOTAL	111.25
				TOTAL	111.25
					106.37

*PI = 4.88
GWSA = 4.88*

*Close
Balance*

UNLESS SIGNED BY THE COUNTY FINANCE DIRECTOR OR THE COUNTY PURCHASING AGENT
William M. Babcock
AUTHORIZED SIGNATURE & TITLE



PURCHASE ORDER

**SANTA FE COUNTY
SANTA FE, NEW MEXICO**

IMPORTANT
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AND SHIPPING CONTAINERS.
INVOICES ARE TO BE IN DUPLICATE.

PAGE: 1
P.O. NO.: 40230
DATE: 09-23-03

SFC CLERK RECORDED 07/31/2008

A-I COMMUNICATIONS SUPPLY
441 CERRILLOS ROAD
SANTA FE, NM 87501

SHIP TO/
INVOICE TO:

Santa Fe County
HONDO FIRE DISTRICT
435 CAMINO JUSTICIA
SANTA FE, NM 87508

NOTES

VENDOR NO.

- 1 Federal Tax I.D. Number is required for payment.
- 2 If unable to fill at prices shown, or meet delivery day, please advise immediately.
- 3 All items subject to terms and conditions on reverse.

82

DELIVER BY

SHIP VIA

F.O.B.

TERMS

11/30/03

NET/30

CONFIRM BY

CONFIRM TO

REQUISITIONED BY

CHAVEZ, JAMES

DAVE KUNCICKY

FREIGHT

CONTRACT NO.

ACCOUNT NO.

PROJECT

REQ. NO.

REQ. DATE

20908344226001

403127

09/23/03

LINE NO.	QUANTITY	UOM	ITEM NO. AND DESCRIPTION	UNIT COST	EXTENDED COST
----------	----------	-----	--------------------------	-----------	---------------

1	1986.56	EA	10-F121-51 VHF MOBILE RADIO - 9	1.0000	1986.56
---	---------	----	---------------------------------	--------	---------

AT \$248.32 EACH
GSA CONTRACT #GS-35F-0109L

SUB-TOTAL 1986.56

TOTAL 1986.56

REMARKS:
SPD #20-000-00-0058 EXP. 12/14/05

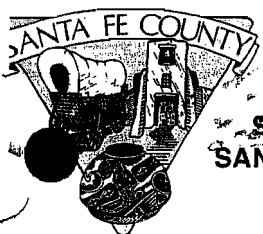
10-8-03
 Please void -
 PO was duplicated
 in error.
 Thanks -
 JM

VALID UNLESS SIGNED BY THE COUNTY FINANCE DIRECTOR OR THE COUNTY PURCHASING AGENT.

FAXED
03/03

HORIZONTAL SIGNATURE & TITLE

FILE COPY



PURCHASE ORDER

**SANTA FE COUNTY
SANTA FE, NEW MEXICO**

IMPORTANT
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AND SHIPPING CONTAINERS.
INVOICES ARE TO BE IN DUPLICATE.

PAGE: 1
P.O. NO.: 403354
DATE: 10/10/03

SFC CLERK RECORDED 07/31/2008

PDS MICROGRAPHICS
4923 PROSPECT AVE. N.E.
ALBUQUERQUE, NM 87110

SHIP TO/
INVOICE TO:

Santa Fe County
COUNTY CLERK'S OFFICE
102 GRANT AVE.
P.O. BOX 276
SANTA FE, NM 87504-0276

VENDOR NO.	NOTES
1586	1 Federal Tax I.D. Number is required for payment. 2 If unable to fill at prices shown, or meet delivery day, please advise immediately. 3 All items subject to terms and conditions on reverse.

DELIVER BY	SHIP VIA	F.O.B.	TERMS
08/29/03			NET/30

CONFIRM BY	CONFIRM TO	REQUISITIONED BY
	CHAVEZ, JAMES	

FREIGHT	CONTRACT NO.	ACCOUNT NO.	PROJECT	REQ NO	REQ. DATE
		SEE BELOW			

LINE N	QUANTITY	UOM	ITEM NO. AND DESCRIPTION	UNIT COST	EXTENDED COST
1	2100.00	EA	NO. 3678A002AA, 9-16X LENS 16 MM FOR CANON RP 800 (2 @ 1,050.00 EACH = 2,100.00)	1.0000	2100.00
2	30.00	EA	SHIPPING	1.0000	30.00
				SUB-TOTAL	2130.00
				TOTAL	2130.00

REMARKS:
GSA CONTRACT #GS-25F-0023M

REQ/ACCT	DATE	REQ. BY	PROJECT	AMOUNT
0000402255	08/25/03	THERESA MONTEZ		2100.00
21809104168003				
0000402255	08/25/03	THERESA MONTEZ		30.00
21809104166001				

** Change order: Please cancel this P.O. We no longer need it. Theresa Montez 01-07-04*

IT VALID UNLESS SIGNED BY THE COUNTY FINANCE DIRECTOR OR THE COUNTY PURCHASING AGENT.

C1023

THORIZED SIGNATURE & TITLE

FILE COPY