

Hobbs Municipal Schools – BUSINESS OFFICE



PO Box 1030  
Hobbs, NM 88241  
575.433.0100 Fax 575.433.0142

See attached invoice. Is there a requisition in process or an approved PO dated **on or before** \_\_\_\_\_?

If so, PO # \_\_\_\_\_.

**STOP -- RETURN THIS FORM (WITH INVOICE) TO PAULA BARKER, Business Ofc, within 3 business days.**

***IF NO REQUISITION OR PURCHASE ORDER IN PLACE – DO NOT PREPARE REQUISITION:***

***Procurement policy has been broken on this purchase. Complete following information and return to Jessica Munoz, Chief Procurement Officer – HMS Business Ofc, within 3 business days.***

1. Employee's name who initiated or made purchase without approved PO:

\_\_\_\_\_

2. Please advise why no requisition was prepared prior to purchase:

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

3. Administrator/Principal \_\_\_\_\_

4. Has product been received? YES NO

5. Attach packing slip (if available) to this document proving receipt of product.

6. Use this Activity Account Number to pay charge:

23000 E \_\_\_\_\_

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Principal's Signature*

\_\_\_\_\_  
*Date*

**PROCUREMENT VIOLATION LOG**

Employee \_\_\_\_\_

**VIOLATION #1**

SCHOOL \_\_\_\_\_

Principal \_\_\_\_\_

E-mail correspondence sent \_\_\_\_\_ regarding offense #1.

Response from Employee Rec'd \_\_\_\_\_ Response from Principal Rec'd \_\_\_\_\_

**VIOLATION #2**

Principal \_\_\_\_\_ Administrator \_\_\_\_\_

E-mail correspondence sent \_\_\_\_\_ regarding offense #2.

Response from Employee Rec'd \_\_\_\_\_ Response from Principal Rec'd \_\_\_\_\_

Response from Administrator Rec'd \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**VIOLATION #3**

E-mail sent on \_\_\_\_\_ to:

Principal \_\_\_\_\_ Administrator \_\_\_\_\_ Superintendent \_\_\_\_\_

Requesting approval for e-mail/letter to employee advising **no purchasing on behalf of Hobbs Schools due to repeated procurement violations and employee accepts financial responsibility.**

Approval rec'd: Principal \_\_\_\_\_ Administrator \_\_\_\_\_ Superintendent \_\_\_\_\_

E-mail to Employee on \_\_\_\_\_ regarding purchasing suspension until \_\_\_\_\_.

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear (Employee Name):

According to information received by the Hobbs Municipal Schools (HMS) Business Office, it appears that you initiated a purchase on behalf of HMS without an approved purchase order. Please be advised that all purchases must be approved prior to purchase by making a request to your building Principal and Secretary. At that time, a requisition is entered and routed to appropriate personnel, including the Chief Procurement Officer, for approval.

New Mexico purchasing laws require that a fully approved and signed purchase order be in place prior to any purchase made on behalf of a public entity.

This is your first violation of purchasing policy and this letter is to make sure you are informed of proper procedures. Please respond within three (3) business days to confirm your understanding of HMS purchasing policy and note that future violations could result in your financial responsibility of unauthorized purchases.

If you have any questions or concerns, please feel free to contact me.

Jessica Munoz  
Chief Procurement Officer  
Hobbs Municipal Schools  
575-433-0100 Ext: 3043

cc: (Building Principal)  
Kerri Gray  
Sheila Cyr  
File

Violation #1 email

Dear (Employee Name):

According to information received by the Hobbs Municipal Schools (HMS) Business Office, it appears that you initiated a purchase order on behalf of HMS without an approved purchase order. Records indicate this is your second violation of purchasing policy.

Previous email correspondence outlined purchasing policy for HMS and the State of New Mexico with regard to public entities.

Please be advised that New Mexico Purchasing Act 22-8-42A states, "any person violating any provision of the Public School Finance Act is guilty of a petty misdemeanor".

A future violation of purchasing policy will result in the suspension of purchasing privileges and you will be financially responsible for the unauthorized purchase.

Please respond within three (3) business days to confirm your understanding.

If you have any questions or concerns, please feel free to contact me.

Jessica Munoz  
Chief Procurement Officer  
Hobbs Municipal Schools  
575-0433-0100 Ext: 3043

cc: (Building Principal)  
(Administrator)  
Kerri Gray  
Sheila Cyr  
File

Violation #2 email