

April 26, 2002

IMPORTANT NOTICE – PROCUREMENT & PAYMENT POLICY

Dear Vendor:

I would like to take the opportunity to inform you about changes to Mesa State College procurement and payment policies. In the past, the College has allowed small dollar purchases to be made without a formal purchase commitment from the College. Effective May 1, 2002, the only approved methods for Mesa State College faculty, staff and students to purchase goods and services are as follows:

1. Official Mesa State College purchase order
2. Credit card purchases with a tax-exempt Commercial MasterCard issued by Bank One and bearing the Mesa State College name
3. Formal contract

In order to prevent unauthorized purchases, vendors are cautioned against selling or delivering goods or performing services for the College without having a purchase order, credit card or contract. Vendors do not have authorization to transact business with the College unless they have received a purchase order, credit card or contract **before** delivery of goods or materials or performance of a service for the College. The College assumes no responsibility for payment of any unauthorized deliveries or services. The only recourse for a vendor will be to collect payment from the individual the goods or services were sold to.

For credit card purchases, please indicate on the face of the invoice the name of the individual, name of department and payment method as credit card; paid in full, zero balance due or any other manner that clearly indicates payment has already been made.

For authorized purchases, deliveries may be made to the address indicated on the purchase order or to other locations as authorized by the College's purchasing department.

To ensure prompt payment the purchase order number must appear on the vendor invoice. Failure to indicate the College purchase order number on the invoice will delay payment or the invoice may be returned to the vendor.

Please feel free to contact me with any questions regarding these policies at (970) 248-1451.

Sincerely,

Andy Rodriguez
Director of Purchasing