

***All purchases from District funds shall be carried out in the manner most beneficial to the District and in accordance with applicable laws and regulations. The Superintendent shall either act as, or designate, a purchasing agent for the District who shall manage a central purchasing function pursuant to law, and promulgate District administrative procedures consistent with law and regulation. The procedures shall indicate requirements relative to bids, proposals and small purchases as they apply to the procurement of all materials, equipment and services.***

***All procurements, other than emergency, that entail bids and proposals shall require Board review and approval prior to the award. Subsequent contract award amendments, which exceed ten percent (10%) of the original contract award, shall also be submitted to the Board for review and approval.***

***Change orders on construction contracts do not require prior approval of the Board if the dollar amount does not exceed the provision for contingencies within the basic contract, or the contract as amended and approved by the board.***

***The purchase of tangible goods, services and construction shall be conducted in adherence to the stipulations of the New Mexico Procurement Code, 13-1-28 through 13-1-199, NMSA 1978 and the purposes stated therein. The Manual of Procedures (PSAB) Supplement 13 will be followed.***

***The District Administrative Office will designate personnel responsible for ensuring fair and equal treatment of all persons involved in procurement, for maximizing the purchasing value of the District's funds, and for providing safeguards for maintaining a procurement system of quality and integrity.***