

BILL RICHARDSON
NEW MEXICO GOVERNOR

ARTURO L. JARAMILLO
CABINET SECRETARY
GENERAL SERVICES DEPARTMENT

MICHAEL C. VINYARD
STATE PURCHASING AGENT
STATE PURCHASING DIVISION



NEW MEXICO
GENERAL SERVICES DEPARTMENT

ADMINISTRATIVE SERVICES DIVISION
(505) 827-0620

BUILDING SERVICES DIVISION
(505) 827-2349

PROPERTY CONTROL DIVISION
(505) 827-2141

PURCHASING DIVISION
(505) 827-0472

RISK MANAGEMENT DIVISION
(505) 827-0442

TRANSPORTATION SERVICES DIVISION
(505) 476-1902

January 8, 2009

SPD POLICY MEMO #FY09-002

Audit/Review Required for Procurement Code Violations over \$100,000

Effective immediately, and consistent with Legislative Finance Committee recommendations, the State Purchasing Division (SPD) will not process any potential Procurement Code violation over \$100,000 until that potential violation has been investigated by the agency's internal auditor or Inspector General. If the agency does not have either function in-house, then the investigation must be conducted by an independent third-party auditor or accountant paid for by the agency. A copy of the written findings, with supporting attachments as appropriate, must be submitted to SPD before a determination will be made. At a minimum, the report should provide the detailed specifics of the situation and the root cause(s) as well as planned corrective action. Additionally, the report should address whether the amount billed by the contractor is fair and reasonable and explain the basis for the finding(s). This policy memo reflects a coordinated State Purchasing Division and Department of Finance and Administration/Financial Control Division position.


Michael C. Vinyard
State Purchasing Agent

DELIVERY ADDRESS: JOSEPH MONTOYA BUILDING, RM. 2016, 1100 ST. FRANCIS DRIVE, SANTA FE, NEW MEXICO 87505

MAILING ADDRESS: P.O. BOX 6850, SANTA FE, NEW MEXICO 87502-6850