

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

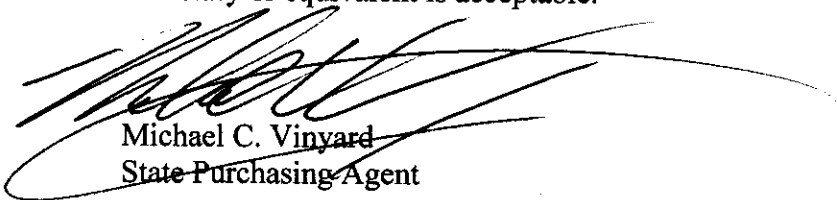
TRANSPORTATION SERVICES DIVISION
(505) 476-1902

November 10, 2008

SPD POLICY MEMO #FY09-001

Cabinet Secretary Transmittal Letter Required for Procurement Code Violation Determinations

All requests for determination of a possible Procurement Code violation, submitted to the State Purchasing Division following rejection by the Department of Finance and Administration, must be accompanied by a transmittal letter signed by the Cabinet Secretary or equivalent (the latter only if no Cabinet Secretary is associated with the organization – such as an agency, board or commission.) This is done to insure the highest level of visibility of the potential violation of law. If necessary, in the absence of the Cabinet Secretary, signature by a Deputy Cabinet Secretary or equivalent is acceptable.


Michael C. Vinyard
State Purchasing Agent

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

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