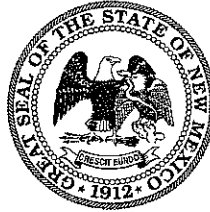


Susana Martinez  
New Mexico Governor

Ed Burckle  
Cabinet Secretary

Lawrence O. Maxwell  
State Purchasing Agent



**STATE OF NEW MEXICO**  
GENERAL SERVICES DEPARTMENT  
PURCHASING DIVISION

Administrative Services Division  
(505) 827-2000

Building Services Division  
(505) 476-2425

Property Control Division  
(505) 827-2141

Purchasing Division  
(505) 827-0472

Risk Management Division  
(505) 827-2036

State Printing & Graphic Services Bureau  
(505) 476-1950

Transportation Services Division  
(505) 827-1958

June 6, 2013

**SPD POLICY MEMO #FY13-003**

Professional Services with Small Amounts of Non-Professional Services or Goods

**This Policy Memo rescinds SPD Policy Memo #FY09-004, dated April 29, 2009, "Professional Services with Small Amounts of Non-Professional Services Components"**

Effective immediately, Professional Services contracts containing ANY amount of general services or goods shall be considered general services contracts. General services contracts must be procured and processed for execution (final signature) using the processes and procedures of the State Purchasing Division of the General Services Department.

This policy memo codifies and reflects a coordinated State Purchasing Division and Department of Finance and Administration/Contracts Review Bureau position that has been previously implemented.

A handwritten signature in cursive script, appearing to read "L. Maxwell".

Lawrence O. Maxwell  
State Purchasing Agent