



PO BOX 30001 MSC 7110
LAS CRUCES, NM 88003
PHONE (575) 646-4415
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- 1. This form must be typed
2. All Signatures must be original
3. Forms should be forwarded to the ASNMSU Comptroller's Office for processing
4. Forms will be returned if appropriations violate ASNMSU policies/procedures or NMSU policies/procedures

The \_\_\_\_\_ Council hereby orders the following:

An Appropriation in the amount of: \$ \_\_\_\_\_

- 1. Student Organization(s): \_\_\_\_\_
2. Name of the event: \_\_\_\_\_
3. Event organizer and contact information: \_\_\_\_\_
4. Where is the event being held? \_\_\_\_\_
5. Date and time: \_\_\_\_\_
6. Business purpose: \_\_\_\_\_
7. What Senate Bill, if any, is this appropriation assigned to? SB# \_\_\_\_\_
8. Is this a service? Yes \_\_\_ No \_\_\_
a. If "no", please schedule the 'P Card' by speaking to Lorraine Arvizu
b. If "yes," please allow up to two weeks to process a Purchase Order (PO)
i. Provide a formal quote from the vendor to Lorraine Arvizu or Debbie Peel
ii. Is the business an active vendor in the NMSU system? Yes \_\_\_ No \_\_\_
(Inquire with Lorraine Arvizu or Debbie Peel regarding vendor status)
• If not a vendor, please instruct the vendor to complete a Vendor Questionnaire form at https://af.nmsu.edu/wp-content/uploads/sites/4/2015/12/PMM-Vendor-Questionnaire-Domestic.pdf
iii. Lorraine or Debbie will begin the PO processing
iv. Once the service is rendered, provide an invoice from the vendor to Lorraine or Debbie
9. Is food being purchased? Yes \_\_\_ No \_\_\_
a. If Yes, please complete the Meals, Refreshments, and Hospitality Expense Worksheet, which can be found at: https://af.nmsu.edu/wp-content/uploads/sites/4/2015/07/AP-Meals-Refreshments-Hospitality-Expense.pdf and return to Lorraine/Debbie

Council President Date

Council Treasurer Date

Council Advisor Date

ASNMSU Comptroller Date