



Ordering Procedures

Order Type	Order Date	Quotes Needed?	Order Amount Limit
General Supplies	10 th of every month	Yes – 2 other quotes if not ordering from Staples	No more than \$750/month
Business Cards	20 th -25 th of every month	No- since they are ordered thru Staples. Proof needed of each card	n/a
GMSS	As needed	Yes- call 505-883-3223 to obtain quote	n/a
IT & Furniture (Marisa's prior approval is needed)	10 th of every month	Yes- Furniture orders need three total quotes	n/a
Sandia Paper	10 th of every month	Yes- call 505-884-0900 to obtain quote	n/a
Envelopes	10 th of every month	No- since they are ordered thru Staples. Proof needed.	n/a

Supplies:

All offices are to place one supply order a month (Staples, Office Depot, Amazon) with a **total** dollar amount *no greater than \$750.00* on the 10th of every month. If the 10th lands on a weekend/holiday, submit the order on the next business day. Furniture orders also fall under this ordering date unless your order is an emergency and it has been approved as such. This deadline also includes orders for **Sandia Paper and envelopes**, however the monetary limit does not apply to these type of orders. **GMSS** (postage funds and cartridges) orders can be placed as needed.

Orders from **Amazon and Office Depot** *must* include 2 additional quotes for *each* of the items requested. If placing an order from Amazon, quotes should primarily come from Staples and Office Depot. If placing the order from Office Depot., quotes should primarily come from Staples and Amazon. If the primary sources of quotes mentioned above don't carry the item requested, you can do a google search for another vendor that carries it. A google search screenshot showing multiple vendors at once will not be accepted. The PDF quote should

include the name of the vendor along with the pertinent item information and price for each item requested. If this information is missing, we'll not be able to use that quote. If quotes are not included, your order will be denied.

Staples is part of the statewide price agreement therefore no quotes are needed. This should be the primary vendor for your supply orders.

If an order is needed outside of the specified deadline above, please send an email to LOPD-Purchasing with a justification for your need. The request will be reviewed and you will be notified of the approval or denial.

We do have special authorization to purchase the following items for FY25: paper cups, paper plates, Kleenex, paper towels and sanitizing wipes. These can be ordered as incidentals (not on a monthly basis) since they are for client use only with the exception of sanitizing wipes which can be used for office staff**

**There can be absolutely no food items (coffee, creamer, coffee filters, wooden stirring sticks, waters etc.) in your order.

GMSS Orders (mail machine cartridges- **as needed**): All GMSS orders are placed on a PO, therefore you do not need to submit the P-card requisition form. The first step is to contact GMSS to obtain a quote at 505-883-3223. Once quote is received, send quote to the purchasing email, we will contact GMSS to place your order. Once item(s) is/are received, please send in packing slip so we can pay the invoice.

Envelope Orders (placed on the 10th of the month): Envelope orders are placed through Staples on the deadline specified above. They are to be placed separate from supply or furniture orders. Envelopes will be ordered from the "print center", same location as the business cards. Please include the envelope proof obtained before clicking "approve" on your order with your P-card request and a copy of your cart.

Sandia Paper: Contact Sandia Paper at 505-884-5100 to obtain a quote. Once the quote is received, submit your quote along with a PDF of your signed P-card req. Please ensure your contact and delivery information is correct on the quote.

IT items:

All IT equipment requests (for example, laptops, desktops, docking stations, hot spots, and cell phones, printers, external hard drives, USB/flash drives etc.) must be sent to Marisa Salazar at marisa.salazar@lopdnm.us and cc LOPD-IT.

Subject line: _____ (Indicate office location) IT Equipment Request

Body of email:

Please describe the type of furniture you request and which employees the request is for (employee name, position, or if a newly allocated FTE). Please cc your DD on the email to show supervisor approval. Please provide details regarding the item requested, along with 3 quotes for the same item. (for example, replacing a broken desk, requesting new FTE, changing the business's needs, needing the following for daily operations, etc.) These requests will be presented to Cydni Sanchez and Jennifer Barela weekly. If your request is urgent, please indicate it in your email, and we will attempt to obtain a quicker response.

If your request is approved, Marisa will reply via email to notify of the approval. Please follow the normal ordering procedures after the approval and ensure her approving email is included in your ordering packet.

IT items can be included in your supply order.

Furniture requests:

All furniture requests must be sent to Marisa Salazar at marisa.salazar@lopdm.us. Include the following information in the email:

Subject line: _____ (Indicate office location) Office Furniture Request

Body of email:

Please describe the type of furniture you request and which employees the request is for (employee name, position, or if a newly allocated FTE). Please cc your DD on the email to show supervisor approval. Please provide details regarding the item requested, along with 3 quotes for the same item. (for example, replacing a broken desk, requesting new FTE, changing the business's needs, needing the following for daily operations, etc.) Please provide a justification supporting the need and let us know whether you have worked with other offices to see if anyone in the state has any extra furniture. These requests will be presented to Cydni Sanchez and Jennifer Barela weekly. If your request is urgent, please indicate it in your email, and we will attempt to obtain a quicker response. Furniture requests will be tracked every fiscal year, and based on budgetary restrictions, we will do our best to accommodate requests.

If your request is approved, Marisa will reply via email to notify of the approval. Please follow the normal ordering procedures after the approval and ensure her approving email is included in your ordering packet.

****If ordering supplies and furniture, two separate ordering packets must be submitted to purchasing.**

Business Cards:

The ordering process for business card orders will remain the same and orders need to be placed between the 20-25th of every month. As a reminder, each business card order must include the following in one PDF attachment.

- Business template coversheet
- Copy of the Staples cart
- Copy of each individual proof for each card ordered

Failure to include all items requested may result in the denial of your order on the Staples website and we may request a resubmission as proofs cannot be printed after the order has been submitted. As a reminder, please verify all spelling information on each card is correct as Staples will not reissue/reimburse orders for a spelling error.

It looks like there was a slight update on the website, and you can now view your print items via the Print Center. From any page, you can click on the “person” icon, then “Print Center & Saved Templates”. From there, select “Print Catalog” and the print items assigned to LOPD will appear

Packing slips:

Packing slips are to be submitted to Kaylina Barry *no later than 48 hours after the items are delivered*. The full order does not need to be delivered in order to submit packing slips, submit as items are received. All packing slips must be in a PDF format and must include:

- All items received must be checked off
 - If an item was received and it is not listed on the packing slip as shipped, please make a note on the packing slip of receipt of such item. Packing slips with items not checked off will be returned to you and you will be asked to perform this task.
- All packing slips must have a signature and date. This allows us to know who verified the shipment in the event that any questions/issues arise.
- If no packing slip was received, please print to PDF the copy of your Staples cart (can be the one submitted with your order request) and checkmark all items received. Sign and date the copy of the cart.

Kaylina will be checking your order on the Staples website periodically to ensure items have been delivered. Kaylina will follow up with your office on one occasion if she hasn't received your packing slips 48 hours after delivery. If no response from you, I will follow up with you directly to discuss the delay.

****If any issue arises with any order, please notify Kaylina immediately. You will need to contact the vendor and inform them of the discrepancy/missing items. Please update Kaylina with the resolution as she has to track charges and credits for ordered items. Please follow these guidelines will all orders to prevent delays in the approval of your request. All attachments must be in a PDF format.**

Thank you and as always please let us know if any issues arise.