

**IPR Procedure:**

Effective July 1, 2017

One (1) quote per IPR. If multiple items are purchased from a single source, then additional IPR's should be used.

**Best Practices for IPR as it results to a Purchase Order:**

The Requisition is the written business need and means of requesting goods or services. The PO is the official financial written documentation and authorization to purchase the requested goods or services.

Due to increasing oversight and rule-making authority by DFA, the CFO and CPO must have a hand (or two) in every aspect of procurement business operations for the Department.

Government procurement transparency in the organization ensures that the department is diligent and informed to the amount of expenditures executed, budget availability and authorized approvals of purchases which aids in maintaining internal spending controls, as well as, adhere to external auditing requirements.

The IPR aids in maintaining accountability by reviewing and approving all purchases based on a due diligence of fair market assessments, use of price agreements, enforcing contract terms and issuing resulting authorized purchase orders.

No longer can we use "See Attached" for the description of the purchase request. Every item being purchased must be itemized on the IPR so that the information can be transferred to the PO electronically. Further, DFA/FCD will only process those PO's and Payments when purchased items are clearly defined and transparently described by nomenclature.

Having an itemized IPR and PO renders a cleaner audit trail, reduced key entry errors, strategic buying considerations, and reconciliation of ledgers for accuracy of recorded transactions.





STATE OF NEW MEXICO  
DEPARTMENT OF PUBLIC SAFETY  
INTERNAL PURCHASE REQUISITION



P.O.#

DATE:

REQUESTOR:

PHONE:

DESCRIPTION AND FULL SPECIFICATION (ADDITIONAL PAGE IF NECESSARY):

VENDOR INFORMATION

SHIP TO:

Vendor #:

Fund	Department No.	Sub-Account	Rep Cat	Project	Activity	Bud Ref	Class	Affiliate	Fund Affiliate

(GRANTS ONLY)

ACCOUNT CODE	QTY	UNIT	PART # / ITEM #/ PHONE QUOTES	UNIT COST	AMOUNT
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -

SHIPPING COSTS/ SURCHARGES/ SET-UP FEES: \$ - \$ -

SUBTOTAL: \$ -

TAX : \$ -

TOTAL AMOUNT: \$ -

BY SIGNING THIS IPR, YOUR SIGNATURE IS ATTESTING THAT DUE DILIGENCE HAS BEEN PERFORMED TO OBTAIN THE BEST OBTAINABLE PRICE, AND THE PURCHASE IS REASONABLE AND NECESSARY. ALL NECESSARY SIGNATURES MUST BE OBTAINED BEFORE SUBMITTING TO PURCHASING BUREAU.

1a. REQUESTOR OF PURCHASE

DATE

1b. BUREAU CHIEF / COMMANDER

DATE

(If LERB Funds are used, must obtain LERB approval/signature)

SIGNATURES BELOW PROVIDE APPROVAL OF PURCHASE ONLY- NOT METHOD OF PROCUREMENT

2 DIVISION DIRECTOR OR DESIGNEE

DATE

2a. CHIEF INFORMATION OFFICER

DATE

(Required for IT Equipment purchase) Must be APPROVED before Budget signs

3 BUDGET

DATE

(If insufficient budget return to requester)

2b. GRANTS MANAGEMENT

DATE

(If funded by a Grant)

4 DEPUTY SECRETARY / ASD DIVISION DIRECTOR

DATE

(Over \$10,000)

☐ This purchase is against a statewide price agreement.

☐ Two (2) quotes are attached, per DFA rule for DPO.  
(Purchase is under \$20,000)

\*\*If two quotes are not available, attach justification memo

☐ Three (3) quotes are attached, per DFA rule DPO.  
(Purchase is between \$20,000 and \$60,000)

☐ Sole Source Purchase. Justification attached.

5 CABINET SECRETARY

DATE

(Over \$20,000)

\*May attach spreadsheet or quote if more than 20 items

Revised 7/1/2017



STATE OF NEW MEXICO  
DEPARTMENT OF PUBLIC SAFETY  
INTERNAL PURCHASE REQUISITION



P.O.#

DATE:

1

REQUESTOR:

2

PHONE:

DESCRIPTION AND FULL SPECIFICATION (ADDITIONAL PAGE IF NECESSARY):

3

VENDOR INFORMATION

SHIP TO:

4

6

Vendor #:

5

Fund	Department No.	Sub-Account	Rep Cat	Project	Activity	Bud Ref	Class	Affiliate	Fund Affiliate
00007									

(GRANTS ONLY)

ACCOUNT CODE	QTY	UNIT	PART # / ITEM #/ PHONE QUOTES	UNIT COST	AMOUNT
8	9	10	11	12	13
	0		OPTION 1 SEE ATTACHED WRITTEN QUOTE(S)	\$ -	\$ -
			OPTION 2 FILL IN ITEM #'S, UNIT COST & AMOUNT	\$ -	\$ -
			OPTION 3 FILL IN ITEM #'S, UNIT COST & AMOUNTS BASED ON PHONE QUOTE(S)	\$ -	\$ -
			Phone Quotes must include: Vendor Name, Vendor Contact, Phone #, & Price Quoted	\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -

SHIPPING COSTS/ SURCHARGES/ SET-UP FEES: \$ - 14

SUBTOTAL: 15

TAX : 16

TOTAL AMOUNT: 17

BY SIGNING THIS IPR, YOUR SIGNATURE IS ATTESTING THAT DUE DILIGENCE HAS BEEN PERFORMED TO OBTAIN THE BEST OBTAINABLE PRICE, AND THE PURCHASE IS REASONABLE AND NECESSARY. ALL NECESSARY SIGNATURES MUST BE OBTAINED BEFORE SUBMITTING TO PURCHASING BUREAU.

18

1a. REQUESTOR OF PURCHASE	DATE	1b. BUREAU CHIEF / COMMANDER	DATE
		(If LERB Funds are used, must obtain LERB approval/signature)	

SIGNATURES BELOW PROVIDE APPROVAL OF PURCHASE ONLY- NOT METHOD OF PROCUREMENT

2 DIVISION DIRECTOR OR DESIGNEE	DATE	2a. CHIEF INFORMATION OFFICER	DATE
		(Required for IT Equipment purchase) Must be APPROVED before Budget signs	
3 BUDGET	DATE	2b. GRANTS MANAGEMENT	DATE
(If insufficient budget return to requester)		(If funded by a Grant)	
4 DEPUTY SECRETARY / ASD DIVISION DIRECTOR	DATE	19 <input type="checkbox"/> This purchase is against a statewide price agreement. <input type="checkbox"/> Two (2) quotes are attached, per DFA rule for DPO. (Purchase is under \$20,000) **If two quotes are not available, attach justification memo <input type="checkbox"/> Three (3) quotes are attached, per DFA rule DPO. (Purchase is between \$20,000 and \$60,000) <input type="checkbox"/> Sole Source Purchase. Justification attached.	
(Over \$10,000)			
5 CABINET SECRETARY	DATE		
(Over \$20,000)			

\*May attach spreadsheet or quote if more than 20 items

Revised 7/1/2017

**INSTRUCTIONS TO COMPLETE THE INTERNAL PURCHASE REQUISITION**

- 1     **Date:** Include current Date
- 2     **Requestor:** This is the person who types up/creates the IPR as well as the Supervisor/Commander name (example: Admin Jane Doe/Lieutenant John Smith)
- 3     **Description and Full specification:** Provide description of the type of items you are ordering.
- 4     **Vendor Information:** Include name, address and phone (email if they have one)  
**Vendor Number:** Obtain this number in the SHARE system. Make sure the Vendor is active and approved. If the Vendor is not approved, ask the Vendor to complete a W9 Form and return the form to Accounts Payable for processing.
- 5     **Ship to:** Where is this order to be shipped?
- 6     **Funding:** Enter the funding source for your specific Bureau/Department etc.
- 7     **Account Code:** Enter the appropriate account code for the item being purchased.
- 8     **Quantity:** Number of each item you are ordering
- 9     **Unit:** (each, set, box etc.)
- 10    Part #, Item Description or "See attached Quote"
- 11    **Unit Cost:** Enter the cost per unit.
- 12    **Amount:** This is automatically calculated for you.
- 13    **Shipping Costs/Surcharges and Set-up Fees:** Enter the total of ALL these charges
- 14    **Subtotal:** This is automatically calculated.
- 15    **Tax:** Enter the tax. Note: We pay tax on services only.
- 16    **Total Amount:** This is automatically calculated.
- 17    **Signature Boxes:**  
**1a- Requestor of Purchase- Admin or person who typed up/created the IPR will initial here and Supervisor signs.**  
**1b- Bureau Chief/Commander - Please note if LERB funds are used you must obtain approval/signature from LERB**  
**2- Division Director or Designee**  
**3.- Chief Information Officer-** For IT purchase you must obtain this approval and Signature BEFORE sending to Budget.  
**4.- Grants Management -** Obtain approval if funded by a Grant  
**5- Budget:** Must obtain approval from the Budget Section to ensure sufficient funding  
**6- Deputy Secretary/ ASD Division Director-** Obtain this approval/ signature if over \$10,000.00  
**7 Cabinet Secretary-** Obtain this approval/signature if purchase is over \$20,000.00
- 18    **Please check the appropriate box as follows:**  
This purchase is against a statewide price agreement.  
If purchase is under \$20,000) Two (2) quotes are attached, per DFA rule for DPO. \*\*If two quotes are not available, attach justification memo  
If purchase is between \$20,000 and \$60,000) Three (3) quotes are attached, per DFA rule DPO.  
Sole Source Purchase. Justification attached.