



November 20, 2018

TO: Rio Rancho Public Schools Vendors

SUBJECT: Purchase orders

Greetings to all vendors currently doing business with Rio Rancho Public Schools. We are taking an opportunity to thank everyone for all the services, products and assistance that you provide to our district on behalf of our valued students. The partnership that we have enjoyed with many of our vendors is very much appreciated.

Recently, the district has encountered some issues that goes against Rio Rancho's Policies and Procedures and State Statute. We want to emphasize that no order can be initiated or processed without a valid procurement method being in place. Typically, the district issues a valid purchase order for all goods and services based on an initial quote. The use of a Procurement Card (P-Card) is an alternate method a vendor could use to process a request. These are the only two procurement methods a vendor should solicit from any employee wishing to order goods or services. Processing an order from an employee based on the promise that a purchase order is forthcoming is not acceptable and payment for the subsequent order may not occur.

We do not want to jeopardize the valued relationships with our vendors. Please ensure that a RRPS employee provides a valid procurement method when ordering goods or services. Feel free to contact me at 505-962-1143 should you have any further questions.

Respectfully submitted,

Michael Madrid CPO, CPPB
Chief Procurement Officer
Rio Rancho Public Schools Purchasing

Cc: Mike Baker MA, Chief Operations Officer
Arlene Manzanaras, Director of Accounting & Budgeting