



ROUTING	VP Admin & Finance <a href="mailto:AF@nmsu.edu">AF@nmsu.edu</a>
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Instructions: This form is required within Administration & Finance prior to submitting any requisition exceeding \$20K. Complete this form and route via email to [AF@nmsu.edu](mailto:AF@nmsu.edu).

## SECTION 1: REQUESTOR INFORMATION

Name: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

## SECTION 2: VENDOR INFORMATION

Vendor Name: \_\_\_\_\_ Product or Service Name: \_\_\_\_\_

Estimated total cost of contract (Quote must be attached): \_\_\_\_\_

One-time purchase  Multi-year/ongoing purchases

Account Index: \_\_\_\_\_

## SECTION 3: REQUEST DESCRIPTION

Description of Business Need:

## SECTION 4: OFFICIAL APPROVAL (required of all requests)

**Facilities & Services Executive Director or Associate Vice President:**

Printed Name: V.S. Raghavan Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Vice President Administration & Finance:**

Printed Name: Chris Kinsley Signature: \_\_\_\_\_ Date: \_\_\_\_\_