



Finance and Administration

Memorandum

TO: All LCC Directors, Supervisors, and Department Support Staff

CC: Dr. Carol Linder, Interim President; Dr. Loretta Montoya, Interim CFO; Francina Martinez, Controller

FROM: Justin Garcia, Chief Procurement Officer and Michele Cordova, Accounts Payable Specialist

DATE: 8/9/2024

RE: Requisition, Purchase Order and Invoice Processing

Dear Luna community:

The Fiscal Office is implementing changes to the procurement and accounts payable processes. The below changes are effective Monday, August 19, 2024.

Purchasing

Purchase orders will be processed weekly on Fridays by 3:00 pm. Requisitions may be entered into Workday at any time; however, only those requisitions that have been received in the Purchasing office fully approved by 10:00 am on Friday will be processed as purchase orders. As a reminder, requisitions should be reviewed thoroughly by Directors and Supervisors with careful consideration of budget, cost centers, spend categories, and grant worktags. Also, please ensure that all relevant attachments are included in the submission. Note that this timeline does not apply to “Emergency” purchases as defined by NM Statute 13-1-127, when the procurement is needed immediately to control or plan for threats to public health, welfare and safety. We encourage all departments to plan accordingly so that goods and services are received in a timely manner.

- Purchasing Deadline Summary:
 - Fully approved requisitions with attachments received by Purchasing by Friday, 10:00 am
 - Purchase orders processed on Friday by 3:00 pm

Please contact Justin Garcia for assistance or training on Workday procurements or check with him prior to submitting a requisition, if you have specific questions.

Accounts Payable

To reconcile supplier invoices and expense reports in a timely manner, all approved invoices and receipts must be received in the Accounts Payable Office by Wednesday at 5:00 pm. Payments will be processed weekly on Thursdays. If you have any questions prior to submission, please contact Michele Cordova for clarification or assistance.



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- Accounts Payable Deadline Summary:
 - All approved invoices and receipts received by Accounts Payable by Wednesday, 5:00 pm
 - Payments processed weekly on Thursday by 5:00 pm

The Fiscal Office strives to ensure timely and accurate transaction processing. Implementing these timeline changes will provide processing cycles that will allow time to properly review purchasing and payable requests. Again, staff will continue to guide and support you in fulfilling your procurement and payable needs. Thank you.