

All purchases from District funds shall be carried out in a manner most beneficial to the District and in accordance with applicable laws and regulations. The Superintendent shall designate a Chief Procurement Agent for the District who shall be certified in accordance with the New Mexico Procurement Code (NMSA 1978 Sections 13-1-1, et seq., as amended), manage a central purchasing function pursuant to law, and promulgate District administrative procedures consistent with law and regulation. The procedures shall indicate requirements relative to bids, proposals and small purchases as they apply to the procurement of all materials, equipment and services. All procurements that entail bids and proposals, other than emergency procurements and change orders on construction contracts that do not affect the contract price or do not exceed the project's contingency fund, shall require Board review and approval prior to the award. Subsequent contract award amendments, which exceed ten percent (10%) of the original contract award, shall also be submitted to the Board for review and approval.

The Chief Procurement Agent shall be solely authorized to carry out the following procurement functions, except that persons using procurement cards may continue to issue purchase orders and authorize small purchases:

- (1) make determinations, including determinations regarding exemptions, pursuant to the Procurement Code;
- (2) issue purchase orders and authorize small purchases pursuant to the Procurement Code; and
- (3) approve procurement pursuant to the Procurement Code.