

What: You just got a Council Appropriation.

Who: Print and get the last signature from the student *comptroller*, asnmsuc@nmsu.edu

Where: ASNMSU office Corbett Center 2nd Floor, above the Aggie Lounge

What to Purchase Method:

Lorraine Arvizu, at the ASNMSU front desk can confirm the P-Card availability on a given day at 575-646-4415, 9 am - 5 pm.

1. The time during which the **P-Card** is available should include:

Mondays 9:30 am - 4:30 pm

Tuesdays 10:30 am- 11:30 am & 2:30 pm - 4:30 pm

Wednesdays 9:30 am - 10 am

Thursdays 10:30 am- 11:30 am & 2:30 pm - 4:30 pm

Friday 8:30 am - 12:30 pm & 1:30 pm - 4:30 pm

2. Alternately, if you need a **Purchase** then you:
 - a. Get a copy of the quote for the purchase (without tax because NMSU is tax exempt)
 - b. Ask Loraine to start the purchase order via email, attach the complete appropriation form and Quote

Note: Also, to start a bill (40 % reimbursement for all group travel expenses from this trip) contact an ASNMSU Senator.