

What: You just got a Council Appropriation.

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

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

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

1. P-Card

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. PO

Alternately, if you need a Purchase Order 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

Contacts: All contacts that can help you make the expenditure.

ASNMSU Student Comptroller | asnmsuc@nmsu.edu

ASNMSU Fiscal Advisor | Debbie Peel | dpeel@nmsu.edu

ASNMSU Administrative Assistant | Lorraine Arvizu | rain07@nmsu.edu | 575-646-4415

Note: To start a bill (which could get you up to 40 % reimbursement for all group travel expenses from this trip) contact an ASNMSU Senator. If any money used in this appropriation is used for a trip you use a bill for, the amount will be deducted from the bill.