

## **Introduction to Procurement at New Mexico Tech**

*Includes vendor registration, requisitions, and purchase orders*

Please email [meradeth.montoya@nmt.edu](mailto:meradeth.montoya@nmt.edu) to sign up for one of these training sessions

### Dates

10/21/25	2:30-4pm (Brown Hall Old Main Conference Room)
11/19/25	2:30-4pm (Brown Hall Old Main Conference Room)
12/18/25	2:30-4pm (Brown Hall Old Main Conference Room)

## **PCard/Gas Card Training**

Please email [darlene.torres@nmt.edu](mailto:darlene.torres@nmt.edu) to sign up for a training class

### Dates

09/09/25	10-11am (Brown Hall 100)
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