



New Mexico Tech
801 Leroy Place
Socorro, NM
87801

Date

Direct
Pymt No.

Department Name

Building, Room no.

Department contact
(name, phone)

Delivery Date

Order Confirmation for Goods and Services

Payment shall not exceed \$3000.00

Order
to:

Send invoices in duplicate via mail or email:

New Mexico Institute of Mining and Technology
Accounts Payable Department
801 Leroy Place
Socorro, NM 87801
Phone (575) 835-5631
Email: apinvoice@npe.nmt.edu

Ship to: New Mexico Tech

Receiving Hours: Weekdays 8:00 AM - 12:00 PM & 1:00 - 4:00 PM
NO HOLIDAY DELIVERIES ACCEPTED

ITEM #	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXT. PRICE
				TOTAL	

Print: _____

Signature: _____

Vendor

Print: _____

Signature: _____

New Mexico Tech

Printed name and signature must appear or form is invalid. A signed copy will be either faxed or emailed to the vendor for their records.

TERMS AND CONDITIONS - Payment Terms Net 30. This order is subject to the general terms and conditions of New Mexico Tech's purchasing procedures. They can be referenced at : <https://www.nmt.edu/finance/purchasing/forms.php>

CERTIFICATION OF TAX EXEMPTION

New Mexico CRS: 01-507116-002 - New Mexico Tech is an agency of the State of New Mexico. This certification is consistent with state Statutes 7-9-5 and 7-9-43 (B) and issued in lieu of a "Nontaxable Transaction Certificate". This order may be retained by seller as evidence that this sale is deductible from the seller's gross receipts. This exemption does not apply to the purchase of services, lease of property, or items purchased for a construction project.

For FORM W-9 Certification of Exemption

Taxpayer Identification Number: 85-6000-411. Certification Under penalties of perjury, I certify that the number shown on this form is the correct taxpayer identification number of New Mexico Tech. I also certify under penalties of perjury that New Mexico Tech is an agency of the State of New Mexico, and is exempt from backup withholding.

Meradeth Montoya, Assistant Director of Purchasing