



**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:

**Ship to:** New Mexico Tech

**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**

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
				<b>TOTAL</b>	

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ **Vendor**

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ **New Mexico Tech**

Printed name and signature must appear on form or 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 : [http://www.nmt.edu/finance/purchasing/docs/forms/Terms\\_and\\_Conditions\\_2015.pdf](http://www.nmt.edu/finance/purchasing/docs/forms/Terms_and_Conditions_2015.pdf)

**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

*Meradeth Montoya*