

Must submit backup for all BARs,
except transfers of funds for SEG or
direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 067-000-1718-0062-1

Fund Type: Capital Outlay

Adjustment Type: Increase

Fiscal Year: 2017-2018

Entity Name: Central

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Lucille Begay, Grant Specialist

Total Approved Budget (Flowthrough):

Phone: (505) 368-4984

Email: begalu@centralschools.org

FLOWTHROUGH ONLY	
Budget Period: Jul 1 2017 12:00AM	To: Jun 30 2018 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 27107.0000.43202 \$55,272

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27107 2012 GOBond Student Library SB-66	2200 Support Services-Instruction	56114 Library And Audio-Visual	0000 No Program	0000 No Job Class	\$37,856	\$55,272	\$93,128	
Sub Total						\$55,272		
Indirect Cost								
DOC. TOTAL						\$55,272		

Justification:

Fund 27107 - GO Bond Student Library Fund - an Increase BAR is needed as CCSD has been awarded an additional \$55,272.00 for library books and library resources for schools.

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 DON GASPAR
SANTA FE, NEW MEXICO 87501-2786
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CHRISTOPHER N. RUSZKOWSKI
SECRETARY DESIGNATE, PUBLIC EDUCATION

SUSANA MARTINEZ
GOVERNOR

September 22, 2017

Dr. Colleen Bowman, Interim Superintendent
Central Consolidated Schools
P.O. Box 1199
Shiprock, NM 87420

Dear Dr. Bowman:

The Public Education Department (PED) is currently allocating \$3,000,000.00 to acquire library books and library resources for public school libraries statewide. The funding was made available through appropriations contained in, Laws 2016, Chapter 82, Section 10, B3 (Senate Bill 122). **Central Consolidated Schools** has been awarded **\$55,272.00**.

The Public Education Department (PED) requires that a grant agreement (Attachment 2) be signed and returned (e-mailing the signature page will suffice) by September 15, 2017. In order to budget the awards, please submit an electronic Budget Adjustment Request (BAR) using the OBMS website utilizing **Fund Code 27107 and Revenue Code 43202**, and include this award letter as well as the signature page of the grant agreement as attachments.

The next step is to complete the Request to Obligate Funds form (RTOF). The RTOF is Central Consolidated Schools' mechanism to submit proposed expenditures, up to the allocation amount of this funding, for PED approval. Bids, quotes, and contracts for the proposed expenditures must be included when submitting the completed RTOF to the bureau. An original copy is not required to be mailed; the RTOF may be submitted electronically.

After the RTOF is reviewed, PED will respond to Central Consolidated Schools through OBMS with a Notice of Obligation (NOB). The NOB will list the proposed expenditures from the RTOF that have and/or have not been approved. At that time, Central Consolidated Schools may encumber the approved expenditures.

The following documents are required when submitting an RfR into OBMS:

1. Reimbursement Request Form (<http://ped.state.nm.us/ped/CapitalOutlaydraw.html>)
2. Invoice(s)
3. Proof of payment – copy of check or bank statement
4. General Ledger Expenditure report

All recipients are advised to expend these awarded funds, as well as past award balances, in a timely manner. Congratulations and best wishes as you continue your work to provide the best possible education to the children of New Mexico.

If you need additional information regarding the use of these funds, please contact Iris K. Romero at (505) 827-7646, e-mail irisk.romero@state.nm.us or Amanda Lupardus at (505) 827-6613, e-mail amanda.lupardus@state.nm.us.

Best regards,



Hipolito "Paul" Aguilar
Deputy Secretary, Finance and Operations

Enclosure (1)

cc: Antonio Ortiz, Director, Student Services and Transportation, PED