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## **DRAW REQUEST PROCEDURES FOR FY23 BR&R DISTRIBUTION**

The New Mexico Higher Education Department, being the named intermediate agency of the FY23 Non-Recurring BR&R distribution, is responsible for the reimbursement of allowable expenditures. The following draw request procedures outline the process for higher education institutions to follow when requesting a draw down from the agency:

1. The NMHED Certification Form and reimbursement agreement must be signed and in place prior to HEI budgeting the FY23 Non-Recurring BR&R appropriation in their operating budget submission.
2. Once the Certification Form is approved by the NMHED, HEI's must budget the FY23 Non-Recurring BR&R appropriation in their operating budget submission. The following must be included in the Budgeting of Building and Renewal and Replacement template for the OPBUD submission:
  - Annual recurring BR&R transfer from I&G must be equal to or exceed amount transferred in the previous fiscal year; and,
  - FY23 Non-Recurring BR&R distribution in the amount noted on the NMHED Certification Form must be included as well.
3. Draw requests are to be submitted to the NMHED in accordance with the NMHED Certification Form and reimbursement agreement and must include the following:
  - a. Original completed and signed NMHED Draw Request Form and Certification;
  - b. Copy of General Ledger Check Detail and/or Program Detail report;
  - c. Copy of itemized list of expenditures which ties to each invoice and receipt to include: date, amount, vendor name, voucher or check number, invoice number, and a total of all amounts. This itemized list of expenditures needs to total the amount of the draw request;
  - d. Copies of invoices and receipts that show item being purchased, date purchased or invoiced, and amount; and,
  - e. Proof of payment (Copy of warrant, P-Card transaction, etc.)
4. Submit all draw requests and required supporting documentation to the following email addresses: [Gerald.Hoehne@state.nm.us](mailto:Gerald.Hoehne@state.nm.us) and [Loretta.Marquez@state.nm.us](mailto:Loretta.Marquez@state.nm.us).
5. Final draw request must also include a completed NMHED Final Report of BR&R Expenditures outlining each individual projects scope of work which was completed using the FY23 Non-Recurring BR&R funds.
6. The original completed and signed NMHED Draw Request Form and Certification must be mailed to the NMHED offices in Santa Fe.