



DRAW REQUEST PROCEDURES FOR FY25 BR&R DISTRIBUTION

The New Mexico Higher Education Department, being the named intermediate agency of the FY25 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 must be signed and in place prior to HEI budgeting the FY25 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 FY25 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,
 - FY24 Non-Recurring BR&R must be fully drawn down in order to qualify for the FY25 Non-Recurring BR&R distribution.
 - FY25 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 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 address: Joe.Brown@hed.nm.gov.
5. Final draw request must also include a completed NMHED Final Report of BR&R Expenditures outlining each individual project's scope of work which was completed using the FY25 Non-Recurring BR&R funds.