

NEW MEXICO HIGHER EDUCATION DEPARTMENT

MICHELLE LUJAN GRISHAM
GOVERNOR



STEPHANIE RODRIGUEZ
ACTING CABINET SECRETARY

DRAW REQUEST PROCEDURES

The New Mexico Higher Education Department, being the named intermediate agency of certain capital outlay appropriations, 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. A grant agreement for the capital outlay appropriation must be executed.
2. An active Notice of Obligation must be in place before expenditures can be made. *The only exception to this requirement is Academic Library expenditures.*
3. Draw requests are to be submitted to the NMHED in accordance with Article IX. Request for Payment Procedures and Deadlines of the executed grant 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.)
 - f. Print Screen from CPMS verifying monthly update
4. The NMHED, per 2.61.6 NMAC, will make a draw request to the State Board of Finance by 3:00 p.m. on the 1st and 15th day of each month or by 9:00 a.m. the next business day if the 1st or 15th falls on a weekend or holiday. The minimum draw request amount per project shall be \$1,500 unless it is the final draw request of the fiscal year or of the appropriation.
5. Submit all draw requests and required supporting documentation to the following email addresses: Gerald.Hoehne@state.nm.us and Loretta.Marquez@state.nm.us.
6. The original completed and signed NMHED Draw Request Form and Certification must be mailed to the NMHED offices in Santa Fe.

REV. 01/27/2021