

NEW MEXICO  
HIGHER EDUCATION  
DEPARTMENT



*Fostering Student Success from Cradle to Career*

# CAPITAL OUTLAY ANNUAL TRAINING

**APRIL 6, 2023**

Photo courtesy of Santa Fe Community College



# HIGHER EDUCATION DRAW REQUESTS

*GOVERNOR*

MICHELLE LUJAN GRISHAM

*CABINET SECRETARY*

STEPHANIE M. RODRIGUEZ

*CAPITAL PROJECTS DIRECTOR*

GERALD M. HOEHNE



# DRAW REQUESTS

## *Types of Draw Requests*

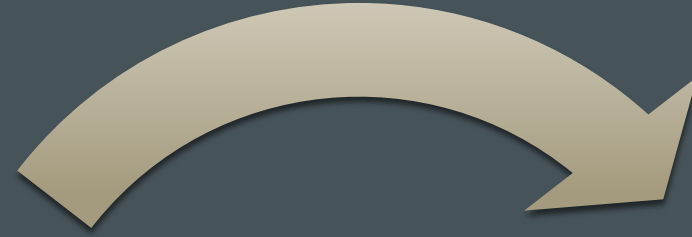
- Appropriations made to NMHED
- Direct appropriations to the HEI



## **WHAT IS NEEDED TO PREPARE A DRAW REQUEST?**

Grant  
Agreement

NMHED  
Draw  
Request  
Procedures



- Updated 3/23/23
- Posted on NMHED Website
  - Resources for Schools
  - Capital Projects
  - Resources
  - Draw Request Information
  - Draw Request Procedure



### **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 3:00p.m. on the 1<sup>st</sup> and 15<sup>th</sup> day of each month or by 9:00 a.m. the next business day if the 1<sup>st</sup> or 15<sup>th</sup> 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 address: [Joe.Brown@hed.nm.gov](mailto:Joe.Brown@hed.nm.gov).
6. The original completed and signed NMHED Draw Request Form and Certification must be mailed to the NMHED offices in Santa Fe.

REV. 03/23/2023

# DRAW REQUEST PROCEDURES

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  - d. Copies of invoices and receipts that show item being purchased, date purchased or invoiced, and amount; and,
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  - f. Print Screen from CPMS verifying monthly update



# DRAW REQUEST PROCEDURES

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REV. 03/23/2023

# GRANT AGREEMENT

## ARTICLE IX. REQUEST FOR PAYMENT PROCEDURES AND DEADLINES

A. The Grantee shall request payment by submitting a Request for Payment, in the form attached hereto as Exhibit 1. Payment requests are subject to the following procedures:

- (i) The Grantee must submit a Request for Payment; and
- (ii) Each Request for Payment must contain proof of payment by the Grantee or liabilities incurred by the Grantee showing that the expenditures are valid or are liabilities incurred by the Grantee in the form of actual unpaid invoices received by the Grantee for services rendered by a third party or items of tangible personal property received by the Grantee for the implementation of the Project; provided, however, that the Grantee may be reimbursed for unpaid liabilities only if the Department, in its sole and absolute discretion, agrees to do so and in accordance with any special conditions imposed by the Department.
- (iii) In cases where the Grantee is submitting a Request for Payment to the Department based upon invoices received, but not yet paid, by the Grantee from a third party contractor or vendor, if the invoices comply with the provisions of this Agreement and are a valid liability of the Grantee, the Grantee shall make payment to those contractors or vendors within five (5) business days from the date of receiving reimbursement from the Department or such shorter period of time as the Department may prescribe in writing. The Grantee is required to certify to the Department proof of payment to the third-party contractor or vendor within ten (10) business days from the date of receiving reimbursement from the Department.

B. The Grantee must obligate 5% of the Adjusted Appropriation Amount within six months of acceptance of the grant agreement and must have expended no less than 85% of the Adjusted Appropriation Amount six months prior to the reversion date.



B. **Deadlines**

Requests for Payments shall be submitted by Grantee to the Department on the earlier of:

- (i) Immediately as they are received by the Grantee but at a minimum thirty (30) days from when the expenditure was incurred or liability of the Grantee was approved as evidenced by an unpaid invoice received by the Grantee from a third party contractor or vendor; or
- (ii) Twenty (20) days from date of Early Termination; or
- (iii) Twenty (20) days from the Reversion Date.

## GRANT AGREEMENT DEADLINES

Date: \_\_\_\_\_  
To: New Mexico Higher Education Department  
2044 Galisteo Street, Suite B, Santa Fe, NM 87505-2100  
From: \_\_\_\_\_  
Re: Draw Request # \_\_\_\_\_

Type of Bonds/Series or Gen.Fund Apprpr: \_\_\_\_\_  
Project Title: \_\_\_\_\_  
DFA Project Number: \_\_\_\_\_  
Institution Project No. (optional): \_\_\_\_\_  
Chapter and Laws: \_\_\_\_\_  
Reversion Date: \_\_\_\_\_  
Expenditure Date Range:\*

**Budget Summary:**

Original amount of apppr. for this project \_\_\_\_\_  
AIPP amount (if applicable) 1% of original amount \_\_\_\_\_  
Total amount available after AIPP \_\_\_\_\_  
Less amount of this draw request \_\_\_\_\_  
Less pending draw request(s) \_\_\_\_\_  
Less approved draw request(s) \_\_\_\_\_  
Total amount for draws to date \_\_\_\_\_  
Available balance for this project \_\_\_\_\_

**Comments:**

Subject to the terms, provisions and conditions of this draw request, you are requested to have delivered to the Institution or designated payee \_\_\_\_\_

None of the oblig.  
each of the oblig.  
is a proper charge

not be excluded from gross income for federal income tax purposes if more than five percent (5%) of the bond proceeds are to be used directly or indirectly by any person other than a governmental unit ("Private Person") in any business or commercial activity other than use as a member of the general public and the Private Person makes payment for the use of such property (whether or not such payments are made to the state) which exceed the principal of or interest on more than 5% of the proceeds on the bonds.

I certify that this request complies with the policies of the State Board of Finance and is consistent with the reasonable expectations set forth in the Tax Compliance Certificate signed by the Institution in connection with the issuance of the bonds. If this request is for a reimbursement, I certify that money of the recipient of proceeds from this draw request equal to or greater than the amount reimbursed has been paid for project purposes.

**Wire Transfer Information:**

Payor: New Mexico State Treasurer  
Institution: \_\_\_\_\_  
Amount due: \_\_\_\_\_  
Institution Account No: \_\_\_\_\_  
Receiving Bank/Location: \_\_\_\_\_  
Bank Transit No (9 digits): \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Type Name and Title \_\_\_\_\_

**NMHED Approval:**

\$ \_\_\_\_\_  
Amount approved Signature \_\_\_\_\_ Date \_\_\_\_\_

**CERTIFICATIONS:**

1. Under New Mexico law, expenditures shall not be made for purposes other than those specified in an appropriation. The Agency has considered the appropriation language (listed on Page 1 under Project Description) and certifies that the proceeds requested will be applied to a permissible purpose within the Project Description.
2. None of the obligations for which payment is requested has formed the basis for any payment previously made; and, each of the obligations for which payment is requested is or was necessary or appropriate in connection with the project and is a proper charge against the project account.
3. The Agency certifies that the stated expenditures have been incurred and paid, or, in the case of direct payment to vendors, incurred, relative to the said project, the stated severance tax, supplemental severance tax, or general obligation bond series and prior to the reversion date on page 1.
4. If this request is for reimbursement, the Agency certifies that money of the recipient of proceeds of this draw request equal to or greater than the amount reimbursed has been paid for project purposes.

respect to the project balance and distributions to date are accurate.

Authorized Signature \_\_\_\_\_

Type Name and Title \_\_\_\_\_

Sworn and subscribed to before me, a notary public, this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_.

Notary Public

My commission expires: \_\_\_\_\_

Must be signed by an authorized person on the recent Signature Authorization form

There is a  
Agency  
with

Date:

To:

New Mexico Higher Education Department

2044 Galisteo Street, Suite B, Santa Fe, NM 87505-2100

From:

Re:

Draw Request #

Type of Bonds/Series or Gen.Fund Appr:

Project Title:

DFA Project Number:

Institution Project No. (optional):

Chapter and Laws:

Reversion Date:

Expenditure Date Range:\*

### Budget Summary:

Original amount of apppr. for this project

AIPP amount (if applicable) 1% of original amount

Total amount available after AIPP

## Capital Appropriations

Appropriation ID: A5121

A5121 - Higher Education Department - Dept Code:A16A5121 - Class Code:A5121

Year	2016
Appropriation Title	NAVAJO TECH UNIV LEARNING INNOVATION CTR
Fund Code	GENERAL OBLIGATION BONDS
EO 2013-006 Eligibility	
Bond Sale Date	8/1/2017
Bond Series Number	GOB17
Amount of Bond Sale	\$850,000
Category	HED
Subcategory	Higher Education
County	McKinley
State Amount	\$850,000
Chapter/Section	82 / 10/C/ 2
Reversion Date	6/30/2021

### SHARE/BOF Data

Expended Amount (SHARE)	\$0
Appropriation Balance (SHARE)	\$841,500
Expended Amount (BOF)	\$0
AIPP Amount (BOF)	\$8,500
Reversion Amount (BOF)	\$0
Appropriation Balance (BOF)	\$841,500
Last Update (SHARE/BOF)	2/11/2019

### State Agency Data

Date:

To: New Mexico Higher Education Department

2044 Galisteo Street, Suite B, Santa Fe, NM 87505-2100

From:

Re: Draw Request #

Type of Bonds/Series or Gen.Fund Apprpr:

Project Title:

DFA Project Number:

Institution Project No. (optional):

Chapter and Laws:

Reversion Date:

Expenditure Date Range:\*

### Budget Summary:

Original amount of apppr. for this project

AIPP amount (if applicable) 1% of original amount

Total amount available after AIPP

## Capital Appropriations

Appropriation ID: A5121

### A5121 - Higher Education Department - Dept Code:A16A5121 - Class Code:A5121

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EO 2013-006 Eligibility	
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#### SHARE/BOF Data

Expended Amount (SHARE)	\$0
Appropriation Balance (SHARE)	\$841,500
Expended Amount (BOF)	\$0
AIPP Amount (BOF)	\$8,500
Reversion Amount (BOF)	\$0
Appropriation Balance (BOF)	\$841,500
Last Update (SHARE/BOF)	2/11/2019

#### State Agency Data



## Expenditure Date Range

- This section is to capture the following:
  - Date of first invoice or work performed date
  - Date of last invoice or work performed date

**Date:**   
**To:** New Mexico Higher Education Department  
2044 Galisteo Street, Suite B, Santa Fe, NM 87505-2100  
**From:**   
**Re:** Draw Request #

Type of Bonds/Series or Gen.Fund Appopr:

Project Title:

DFA Project Number:

Institution Project No. (optional):

Chapter and Laws:

Reversion Date:

Expenditure Date Range:\*

### Budget Summary:

Original amount of appopr. for this project

AIPP amount (if applicable) 1% of original amount

Total amount available after AIPP

Comments:

# CAPITAL PROJECTS SEARCH

- <https://www.nmdfa.state.nm.us/board-of-finance/capital-projects/capital-projects-search/>

Welcome to the State Board of Finance's Capital Project Search page. Here you can search for and filter current and past severance tax and general obligation bond projects. Simply choose your selection criteria from the selection boxes below and click the submit button. You will be presented with a list of projects matching your selection criteria. From here, you can click on a project to see appropriation information.

Appropri. ID

- (i.e., GOB01 00-1455, STB02A 02-0455, 04-1434)

Agency

Bond Series

Project Title Or Keyword

SUBMIT

# CAPITAL PROJECTS SEARCH

## Capital Projects Search Results

[Return to Search Page](#)

Appropriation ID	Project Title	Agency
<a href="#">GOB17 A5121</a>	GOB-NAVAJO TECH UNIV LEARNING INNOVATION CTR	HIGHER EDUCATION, COMMISSION ON

# CAPITAL PROJECTS SEARCH

## Capital Projects Search Results

[Return to Search Page](#)

### Appropriations for Appropriation ID: GOB17 A5121

GOB17 A5121 - CHE - HIGHER EDUCATION, COMMISSION ON

#### Appropriation Title

GOB-NAVAJO TECH UNIV LEARNING INNOVATION CTR

#### Amount Sold

\$850,000.00

#### Expended Amount

\$841,500.00

#### Chapter

82

#### Section

10/C/ 2

#### Amount Reverted

\$0.00

#### AIPP Amount

\$8,500.00

#### Balance

\$0.00

#### Reversion Date

6/30/2021



# ITEMIZED LIST FOR DRAW REQUESTS

- New form for draw requests
- Standardized for all HEIs
- Once completed, can be printed to PDF and inserted into the draw request packet submittal
- Satisfies draw request procedures 3(c)
  - 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;

# ITEMIZED LIST FOR DRAW REQUESTS

- 3 tabs
- Draw page 1 tab
- Total amount requested in draw is total of pages 1 and 2
- Posted on NMHED Website
  - Resources for Schools
  - Capital Projects
  - Resources
  - Draw Request Information
  - Itemized List for Draw Requests

	A	B	C	D	E	F	G	H
1	Draw Request Itemized List of Expenditures							
2								
3	HEI Name				Appropriation #		Draw #	
4								
5					Total Amount Requested in Draw		\$0.00	
6								
7	Remember to attach copies of all invoices and receipts showing item being purchased, date purchased or invoiced, and amount.							
8	Remember to attach copies of proof of payment such as cleared check, copy of warrant, P-Card transaction, etc.							
9								
10	Invoice Date	Invoice or Pay App Number	Vendor Name	Voucher or Check Date	Voucher or Check Number	Voucher or Check Amount	Amount Included in Draw	Credit Card? Y / N
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Enter HEI Name, Appropriation #, Draw #.

Enter all applicable fields for the draw

# ITEMIZED LIST FOR DRAW REQUESTS

	A	B	C	D	E	F	G	H
1	Draw Request Itemized List of Expenditures							Page 2
2								
3	HEI Name		0	Appropriation #	0	Draw #	0	
4								
5	Total Amount Requested in Draw Page 2							\$0.00
6								
7	Remember to attach copies of all invoices and receipts showing item being purchased, date purchased or invoiced, and amount.							
8	Remember to attach copies of proof of payment such as cleared check, copy of warrant, P-Card transaction, etc.							
9								
10	Invoice Date	Invoice or Pay App Number	Vendor Name	Voucher or Check Date	Voucher or Check Number	Voucher or Check Amount	Amount Included in Draw	Credit Card? Y / N
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- 3 tabs
- Draw page 2 tab
- Top portion linked, do not have to fill in on this page

- Posted on NMHED Website
  - Resources for Schools
  - Capital Projects
  - Resources
  - Draw Request Information
  - Itemized List for Draw Requests

# ITEMIZED LIST FOR DRAW REQUESTS

	A	B	C	D	E	F	G	H
1	Draw Request Itemized List of Expenditures							
2								
3	HEI Name				Appropriation #		Draw #	
4								
5					Total Amount Requested in Draw		\$0.00	
6								
7	Remember to attach copies of all invoices and receipts showing item being purchased, date purchased or invoiced, and amount.							
8	Remember to attach copies of proof of payment such as cleared check, copy of warrant, P-Card transaction, etc.							
9								
10	Invoice Date	Invoice or Pay App Number	Vendor Name	Voucher or Check Date	Voucher or Check Number	Voucher or Check Amount	Amount Included in Draw	Credit Card? Y / N
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- 3 tabs
- Library draw tab
- Fill in all appropriate fields
- Many rows to capture all information (242)

- Posted on NMHED Website
  - Resources for Schools
  - Capital Projects
  - Resources
  - Draw Request Information
  - Itemized List for Draw Requests



# ITEMIZED LIST FOR DRAW REQUESTS

- 3 tabs
- Library draw tab
- Top row on each page copies information filled in from the fields above (Row 37)
- Many rows to capture all information (242)

	A	B	C	D	E	F	G	H
37	HEI Name		0		Appropriation #	0	Draw #	0
38								
39								
40								
41								
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44								
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Rows are setup to display on top of each page but could reformat based on individual printers, so be aware of that.

- Posted on NMHED Website
  - Resources for Schools
  - Capital Projects
  - Resources
  - Draw Request Information
  - Itemized List for Draw Requests

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## IMPORTANT POINT!

- Academic library appropriations for all higher education institutions must be submitted to NMHED for reimbursement.
- Academic library appropriations do not need:
  - Notice of obligation
  - CPMS reporting by HEI

# ACADEMIC LIBRARY GUIDELINES



## General Guidelines for Expenditures of Library GO Bond Funds

<i><b>Content: (e.g. Books)</b></i>	<i><b>Equipment:</b></i>	<i><b>Electronic Resources:</b></i>	<i><b>Technology Projects:</b></i>
<ul style="list-style-type: none"><li>- Books</li><li>- Journals</li><li>- Databases, indexes</li><li>- Microforms</li><li>- Media (e.g. streaming, DVD, CD, film)</li><li>- Maps</li><li>- Models and kits</li><li>- Art Collection</li></ul>	<ul style="list-style-type: none"><li>- Scanners, printers</li><li>- Microform readers/printers</li><li>- Computers, laptops, tablets</li><li>- Large screen televisions, projectors or displays</li><li>- Specialized library furnishings (e.g. cabinets, workstations)</li><li>- Self-check stations</li></ul>	<ul style="list-style-type: none"><li>- Depository accounts (e.g. OCLC, Amigos)</li><li>- Interlibrary Loan Services (e.g. OCLC, ILLiad, Copyright Clearance Center)</li><li>- Integrated library systems (e.g. WorldShare, Alma)</li><li>- Electronic resource management systems (e.g. Serials Solutions, EBSCO)</li></ul>	<ul style="list-style-type: none"><li>- Electronic pathfinders (e.g. LibGuides)</li><li>- Software for digital repository (e.g. ContentDM, ArchivesSpace)</li><li>- Wireless Internet access</li><li>- Authentication systems</li><li>- Servers (e.g. EZproxy, Open Athens)</li></ul>

Note: Typically, Library GO Bond funds cannot be used to purchase general library supplies such as tattle tape, paper, and toner cartridges. The above list serves only as a general guide for acceptable library acquisitions in spending general obligation (GO) library bond funds. However, please note that the primary intent of the GO bond funds is to supplement existing library acquisitions budgets and not to replace them. Our major focus should be for expending funds to improve patron service. All items purchased through this bond must be housed within the library and be available for general patron use. All expenditures must be initiated and approved by the Library Dean or Director.

# LIBRARY DRAWS

- Submit library draws more frequently
- Meet the minimum threshold of \$1500
- Provide good crosswalk for verification, new form should help with that
- Use new itemized list - library draw tab

Vendor Name	Document Number	Invoice Number	Voucher/Check	Check Date	Check Amount	Description
RCL S0206455 CHICAGO BOOKS7 JOURNALS	NOV22163		11/5/2022	02/28/23	(\$433.55)	Journal Entry to remove this charge from GO Bond
CHICAGOBOOKS&JOURNALS	S0206455		11/5/2022	01/17/23	\$433.55	Books for WNMU Library (see receipts attached)
Amazon.com	S0206452		11/5/2022	01/17/23	\$8.89	Books for WNMU Library (see receipts attached)
Amazon.com	S0206453		11/5/2022	01/17/23	\$25.48	Books for WNMU Library (see receipts attached)
Amazon.com	S0206454		11/5/2022	01/17/23	\$93.85	Books for WNMU Library (see receipts attached)
Amazon.com	S0206560		11/12/2022	01/18/23	\$24.61	Books for WNMU Library (see receipts attached)
Amazon.com	S0206570		11/12/2022	01/18/23	\$1,044.97	Books for WNMU Library (see receipts attached)
Amazon.com	S0206557		11/12/2022	01/18/23	\$17.78	Books for WNMU Library (see receipts attached)
Amazon.com	S0206558		11/12/2022	01/18/23	\$19.84	Books for WNMU Library (see receipts attached)
Amazon.com	S0206559		11/12/2022	01/18/23	\$24.10	Books for WNMU Library (see receipts attached)
Amazon.com	S0206561		11/12/2022	01/18/23	\$27.84	Books for WNMU Library (see receipts attached)
Amazon.com	S0206562		11/12/2022	01/18/23	\$28.51	Books for WNMU Library (see receipts attached)
Amazon.com	S0206563		11/12/2022	01/18/23	\$39.95	Books for WNMU Library (see receipts attached)
Amazon.com	S0206564		11/12/2022	01/18/23	\$43.57	Books for WNMU Library (see receipts attached)
Amazon.com	S0206565		11/12/2022	01/18/23	\$45.00	Books for WNMU Library (see receipts attached)
Amazon.com	S0206566		11/12/2022	01/18/23	\$47.54	Books for WNMU Library (see receipts attached)
Amazon.com	S0206567		11/12/2022	01/18/23	\$66.10	Books for WNMU Library (see receipts attached)
Amazon.com	S0206569		11/12/2022	01/18/23	\$424.56	Books for WNMU Library (see receipts attached)
Amazon.com	S0207153		11/26/2022	01/20/23	\$39.65	Books for WNMU Library (see receipts attached)
Amazon.com	S0207154		11/26/2022	01/20/23	\$134.90	Books for WNMU Library (see receipts attached)

\$2,157.14

**Shipping Speed:**  
Standard Shipping

**Total for This Shipment: \$93.85**

## Payment information

**Payment Method:**  
Visa | Last digits: 4505

Item(s) Subtotal: \$93.85  
Shipping & Handling: \$0.00

**Billing address**  
Amy Baca  
PO BOX 680  
WNMU PURCHASING  
SILVER CITY, NM 88062-0680  
United States

Total before tax: \$93.85  
**Estimated Tax: \$0.00**

**Grand Total: \$93.85**

**Credit Card transactions**

Visa ending in 4505: October 28, 2022: \$93.85





Date: February 10, 2023  
To: Stephanie M. Rodriguez, Cabinet Secretary  
From: Gerald Hoehne, Capital Projects Director  
Subject: NMHED Capital Outlay Committee Recommendation

The following project was submitted to the New Mexico Higher Education Department and reviewed by the Capital Outlay Committee:

University of New Mexico – \$1,040,000  
Scholes Hall – Exterior Envelope Renovation

The information provided was reviewed for compliance with NMAC 5.3.10, Capital Projects Approval by the New Mexico Higher Education Department; and EO 2006-001, State of New Mexico Energy Efficient Green Building Standards for state buildings. Based on the review, the committee does recommend approval of this project.

**Certification:**

I have reviewed the above project and committee recommendation. In accordance with NMAC 5.3.10.11D, Approval Process, I hereby:

\_\_\_\_\_ Approve to proceed to the New Mexico State Board of Finance meeting on 02/21/2023  
Initials

\_\_\_\_\_ Approve does not require New Mexico State Board of Finance  
Initials

\_\_\_\_\_ Do not approve  
Initials

Signature \_\_\_\_\_  
Stephanie M. Rodriguez  
Cabinet Secretary

# PROJECT APPROVALS AND DRAWS

Draws submitted directly to the State Board of Finance require one of the following:

- NMHED project approval signed by Secretary

# PROJECT APPROVALS AND DRAWS

Draws submitted directly to the State Board of Finance require one of the following:

- Project approval verification signed by Capital Projects Director

## NMHED Project Approval Verification - One Form per Appropriation

The following projects are perceived by the Institution to be below the threshold as stated in NMAC 5.3.10.8. This Excel form must be submitted to the NMHED Capital Projects Director for review and signature prior to requesting a draw down from the State Board of Finance. The signed PDF will be sent to the institution and must be attached to each draw request for the projects listed below. The institution certifies the information below to be accurate.

Institution:		Person Submitting:					Date:	
Project Title and Scope of Work	Approp Code	Total Approp Amount Received	Approp Amt for this Project	HEI Funding Amount	Funding Source (BRR, Donations, Athletics, etc.)	Total Project Cost	HED Staff Only	
							HED Review Not Required	HED Review Is Required
						\$0		
		\$0				\$0		
		\$0				\$0		
		\$0				\$0		
		\$0				\$0		
		\$0				\$0		
		\$0				\$0		
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		\$0				\$0		
		\$0				\$0		
		\$0				\$0		
		\$0				\$0		
Comments:								
HED Review Date:								
HED Certification:								
Gerald Hoehne, Capital Projects Director								

# REMINDER

NEW MEXICO  
HIGHER EDUCATION  
DEPARTMENT



New Mexico Department of  
Finance & Administration

Michelle Lujan Grisham  
Governor  
State of New Mexico

Stephanie M. Rodriguez  
Cabinet Secretary  
New Mexico Higher Education Department

Deborah K. Romero  
Cabinet Secretary  
Department of Finance & Administration

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**VIA ELECTRONIC MAIL ONLY**

July 1, 2022

Dear Presidents, Chancellors, and Colleagues:

The New Mexico Higher Education Department (NMHED) Capital Projects Committee recently heard project requests where capital expenditures and project construction had already taken place. Any draw down for appropriated funding must be done in accordance with Section 21-1-21 NMSA 1978:

*No expenditure shall be made by any state educational institution confirmed by Article 12, Section 11 of the state constitution for the purchase of real property or the construction of buildings or other major structures or for major remodeling projects without prior approval of the proposed purchase or construction or remodeling by the board of educational finance and the state board of finance.*

Section 21-1-21 NMSA 1978 does not provide an option for retroactive approval and any instance of this occurring will result in a violation of the statute. The NMHED and the New Mexico Department of Finance and Administration have concluded that any projects not receiving the appropriate prior approvals are considered invalid and all state funding associated with the project, regardless of source, will not be reimbursed.

If you have any questions regarding this correspondence, please contact Director Gerald Hoehne, NMHED Capital Project Division, at [Gerald.Hoehne@state.nm.us](mailto:Gerald.Hoehne@state.nm.us).

Sincerely,

*DocuSigned by*

Stephanie M. Rodriguez  
Cabinet Secretary  
New Mexico Higher Education Department

*DocuSigned by*

Deborah K. Romero

Deborah K. Romero  
Cabinet Secretary  
New Mexico Department of Finance and Administration

Cc: Gerald Hoehne, Director, Capital Projects Division, New Mexico Higher Education Department  
Dr. Gerald Burke, Chair, Capital Outlay Committee, New Mexico Higher Education Department  
Ashley Leach, Director, State Board of Finance  
Wesley Billingsley, Bureau Chief, Capital Outlay Bureau  
David Abbey, Director, Legislative Finance Committee  
Nina Chavez, Capital Analyst, Legislative Finance Committee

# CAPITAL PROJECTS DIVISION CONTACTS

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Capital Project Director

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Capital Analyst

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# THANK YOU

Stephanie M. Rodriguez, MCRP

*Cabinet Secretary*

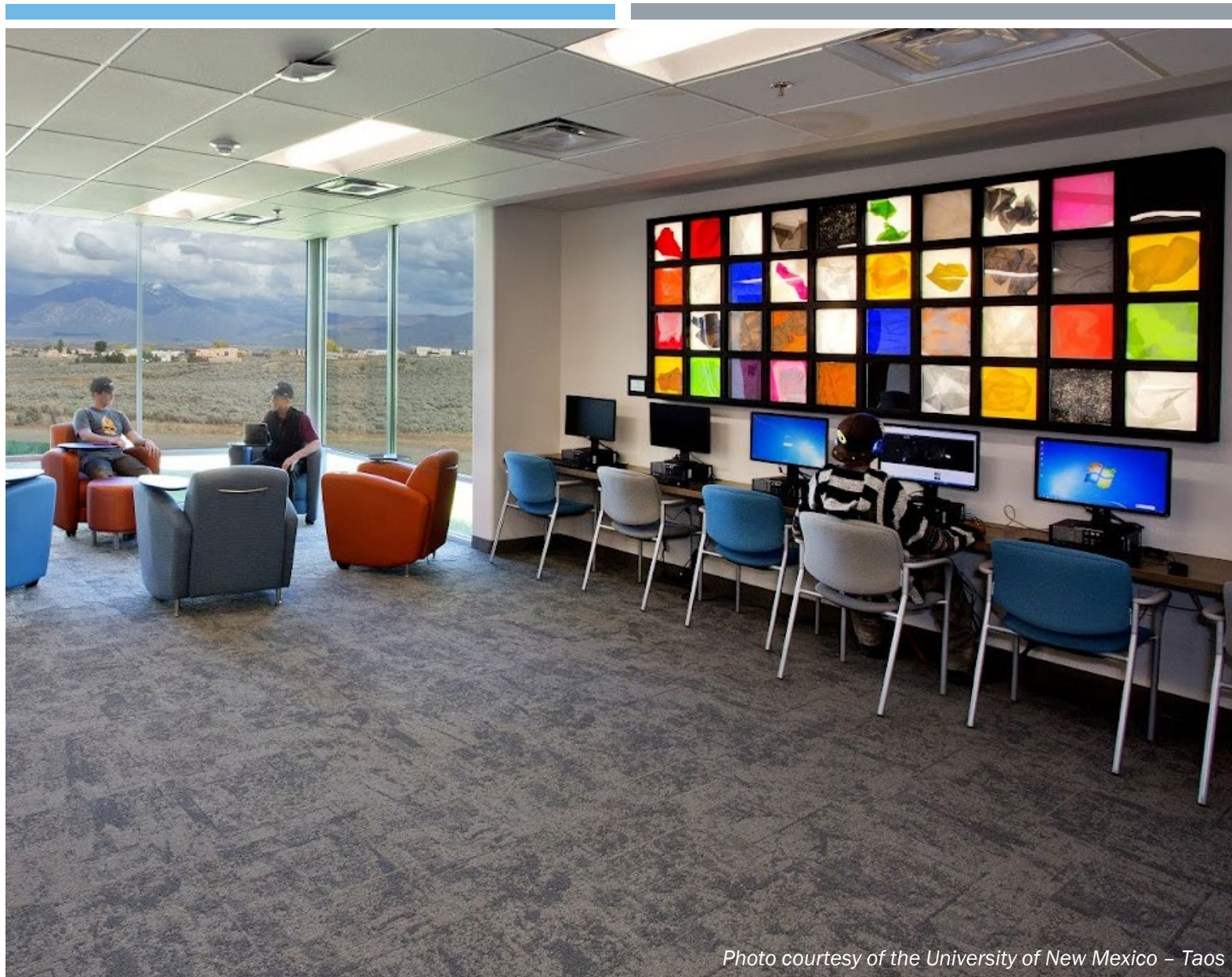
[Stephanie.Rodriguez@hed.nm.gov](mailto:Stephanie.Rodriguez@hed.nm.gov)

Gerald M. Hoehne

*Capital Projects Director*

[Gerald.Hoehne@hed.nm.gov](mailto:Gerald.Hoehne@hed.nm.gov)

**@NMHigherEd**



*Photo courtesy of the University of New Mexico – Taos*