



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
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CHRISTOPHER N. RUSZKOWSKI
SECRETARY DESIGNATE, PUBLIC EDUCATION

SUSANA MARTINEZ
GOVERNOR

September 22, 2017

Ms. Susan Yturralde, Interim Superintendent
Gadsden Independent Schools
P.O. Drawer 70
Anthony, NM 88021

Dear Ms. Yturralde:

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). **Gadsden Independent Schools** has been awarded **\$98,383.00**.

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 Gadsden Independent 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 Gadsden Independent 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, Gadsden Independent Schools may encumber the approved expenditures.

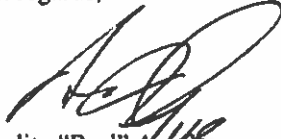
The following documents are required when submitting an RfR into OBMS:

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