



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 DON GASPAR
SANTA FE, NEW MEXICO 87501-2786
Telephone (505) 827-5800
www.ped.state.nm.us

DR. VERONICA C. GARCÍA
SECRETARY OF EDUCATION

BILL RICHARDSON
Governor

November 24, 2008

Ms. Cynthia Nava, Superintendent
Gadsden Independent Schools
P.O. Box Drawer 70
Anthony, NM 88021

Dear Ms. Nava:

During the 2008 Legislative Session, your district received a special appropriation of \$7,000 for the Parent Conference and Outreach Activities for special needs children. This money is a one-time appropriation and must be expended by June 30, 2009, or the money will revert back to the General Fund. These funds will be reimbursed and must be expended or encumbered in accordance with legislative language.

The District needs to submit an electronic Budget Adjustment Request (BAR) in the amount of \$ 7,000 Fund Code: 27523 and Revenue Code: 43202 utilizing PED OBMS (Operating Budget Management System). Additionally, the program planning form (attached) must be completed to support the BAR.

Should you have any questions, please do not hesitate to contact Dr. Gladys Herrera-Gurulé at (505) 827-6594.

Truly,

Veronica C. García, Ed. D.
Secretary of Education

cc: Don Moya, Deputy Secretary, Finance and Operations
Catherine Cross Maple, Ed.D., Deputy Secretary, Instruction and Accountability
Cynthia A. Marietta, Director, Administrative Services Division
Gladys Herrera-Gurulé, Ph.D., Bilingual Multicultural Education Bureau
Julie Hernandez, Business Specialist, Special Education Programs

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