



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

HANNA SKANDERA
SECRETARY OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

November 1, 2012

MEMORANDUM

TO: Superintendents, Business Managers and Charter School Administrators

FROM: Antonio Ortiz, Director ^{A.O.}
Student Services and Transportation Director

SUBJECT: GUIDELINES FOR FUND 27171 INSTRUCTIONAL MATERIALS EXPENDITURES

This memo is to provide further guidance regarding allowable expenditures for the recent 2010 GOB Instructional Materials Fund 27171 awards. The award allows schools to purchase books and instructional materials. Due to the funding source of this project, this award is more restrictive than the recurring Instructional Materials allocation.

Allowable expenditures for this fund are: books, software, and software licenses that are used as instructional materials. The software and software license expenditures must result in the school district, charter school, or school owning the software permanently. The expenditure will not be considered allowable if the software expenditure allows for use for only a temporary period of time. Please note that consumable items and supplies are not allowable through this funding.

When submitting a Budget Adjustment Request (BAR) into OBMS for this allocation, use **Fund Code 27171, Revenue Code 43202, Function 1000, and Object Code 56112 (for textbooks) and/or 56113 (Software)**.

The PED will only reimburse your school for items allowable under the language of this funding. If more than one school in your district has received an award, submit only one Budget Adjustment Request for the total award amount for the schools. If you have questions regarding the allowable expenditures, please contact Chris Thweatt at (505) 827-6609 or christopher.thweatt@state.nm.us prior to expending the funds.

cc: Hanna Skandera, Secretary-Designate of Education
Hipolito "Paul" Aguilar, Deputy Secretary, Finance and Operations