

**Public Education Department
Administrative Services Division
300 Don Gaspar, Santa Fe NM 87501**

**Instructions for Unliquidated Obligations' BAR
FOR CARL PERKINS**

This procedure only applies to expiring federal grants.

The Public Education Department (PED) requires Districts and State Charters to follow the obligation criteria as defined in the Education Department General Administrative Regulations (EDGAR) 34 CFR Subtitle A Section 76.707. Only federal funds are eligible for the unliquidated obligation procedures. State funds are **NOT** eligible for the unliquidated obligation procedures.

For Fiscal Year Ending June 30, 2013, Carl Perkins and FY12-13 unexpended funds are eligible for unliquidated obligations' budget adjustment requests (BARs).

Submission Deadline: July 12, 2013 (For Carl D. Perkins)

- Obligations listed on the Unliquidated Obligations form must be in compliance with the above mentioned definition within EDGAR.
- Obligations must have occurred on or prior to June 30, 2013 and be liquidated by July 31, 2013.
- A system-generated, detailed, itemized encumbrance report that balances to the Unliquidated Obligations Form must be submitted as supporting documentation with the BAR.
- All districts and State charters must submit all information immediately after the school board has approved the BAR (after 1st July board meeting). Unliquidated Obligation BARS will not be accepted after July 12, 2013.
- Unliquidated obligations must be fully expended/liquidated by July 31, 2013.
- Program and fiscal have approval for the unliquidated obligation BARs.
- A final RfR must be submitted by August 9, 2013. The final RfR must include a system-generated, detailed, first month expenditure report indicating obligations have been liquidated by July 31, 2013.
- The List of Unliquidated Obligations is available for download from: <http://ped.state.nm.us/div/admin.serv/fiscal/forms.html>.
- **Carl D. Perkins Grant Closes – August 10, 2013**

For questions, please call the Eric Spencer 827-1817 or eric.spencer@state.nm.us or your fiscal analyst at the number listed on the Funds Assignment List.