



Bill Richardson
Governor

STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND ADMINISTRATION
FINANCIAL CONTROL DIVISION
407 GALISTEO STREET
BATAAN MEMORIAL BUILDING, ROOM 166
SANTA FE, NM 87501
(505) 827-3681

Katherine B. Miller
Secretary

Anthony I. Armijo, CPA
Director/State Controller

To: Agency Chief Financial Officers
From: Financial Control Division Support Unit
Date: July 1, 2009
RE: 3rd Party Warrant Process

Effective July 13, 2009 the Financial Control Division will implement a new procedure to process 3rd Party Warrants. The attached flow chart outlines the new procedure. In order for FCD to record these transactions in SHARE and submit the positive pay and ACH file to the fiscal agent bank in a timely manner, the required paperwork identified in the flow chart must be received daily by 10:00 a.m. Any files received after that time will be sent the following business day.

The documentation is also available on the FCDSU website under resources, interfaces.