



**STATE OF NEW MEXICO**  
**DEPARTMENT OF FINANCE AND ADMINISTRATION**  
**FINANCIAL CONTROL DIVISION**  
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Michelle Lujan Grisham  
Governor

Debbie Romero  
Cabinet Secretary

Donna Montoya Trujillo  
State Controller  
Director

**MEMORANDUM**

TO: Agency Chief Financial Officers

FROM: Heather R Kent  
Heather Kent, Cash Control Bureau Chief, Financial Control Division  
Department of Finance and Administration

DATE: November 29, 2022

SUBJECT: Authority to Issue Warrants

Under section 6-5-9 NMSA 1978, the Secretary of the Department of Finance and Administration may authorize state agencies to issue warrants and exempt state agencies from the requirement of prior submission of proposed vouchers, purchase orders or contracts to the Financial Control Division as required under Section 6-5-3 NMSA 1978. As required under statute, DFA has established the conditions and standards that agencies must meet in order to be eligible to issue warrants or be exempted from submissions of proposed vouchers, purchase orders or contracts. Procedures related to the application and conditions of approval are contained in NMAC rule 2.20.6.

Authorization must be requested by completing and returning Attachment II, Request for Authority to Issue Warrants, to the DFA Cabinet Secretary. This submission will describe in detail the reasons why efficiency or economy will be better served by the State agency issuing warrants or waving the prior submission requirements. This memorandum serves as a reminder that requests for fiscal year 2024 (July 1, 2023 – June 30, 2024) are due December 31, 2022. Please note, that DFA can only accept requests bearing the signature of the cabinet secretary or agency head in office as of December 31. For your reference, Attachment I, contains a listing of approved requests for FY23.

A submission will not be deemed complete, unless it contains a detailed report describing how your agency complied with each of the **eleven standards and conditions** outlined in rule 2.20.6 during the past calendar year (January 1, 2022 – December 31, 2022, see enclosed rule template).

Section MIS12 of the *Fiscal Year 2022 Closing Instructions and Attachment A –Year End Summary of Deadlines* published by the Financial Control Division of the Department of Finance and Administration (DFA), provides additional process background and instructions for agencies seeking the authority to issue warrants or exceptions from the requirement of prior submission of financial documents.

Please address your report to the DFA Cabinet Secretary, Debbie Romero, in care of Heather Kent, Cash Control Bureau, Financial Control Division. The request form for fiscal year 2024 and report on compliance for calendar year 2022 are due at DFA by December 31, 2022. If you have any questions or if you anticipate problems meeting the deadline please email me at Heather.Kent@dfa.nm.gov.

# Attachment I

On File FY 2023 Authorization to Issue Warrants and Exemptions from prior submission of Vouchers, Purchase Orders and Contracts

| Agency                                                                     | Purpose                                                                          |
|----------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <b>Authority to Issue Warrants – Agencies Authorized to Issue Warrants</b> |                                                                                  |
| AOC Administrative Office of the Courts                                    | AGENCY PROGRAMS - Payment load bank account for payments to jurors               |
| Children, Youth Families Department                                        | Client Emergency and Miscellaneous Foster Care Warrants                          |
| Children, Youth Families Department                                        | Family Automated Foster Care payments – FACTs Warrants                           |
| Children, Youth Families Department                                        | Fiduciary Account – J Paul Taylor Center – Residents Earnings & Gifts            |
| Children, Youth Families Department                                        | Fiduciary Account – J Paul Taylor Center – Donations & Fund Raising              |
| Children, Youth Families Department                                        | Fiduciary Account – Youth Diagnostic & Dev Ctr – Residents Earnings &            |
| Children, Youth Families Department                                        | Fiduciary Account – Youth Diagnostic & Dev Ctr – Donations & Fund                |
| Corrections Department                                                     | Fiduciary Account – Inmate funds for canteen, restitution, child support         |
| Corrections Department                                                     | Correction Industry Division – small purchases “petty cash”                      |
| Corrections Department                                                     | Central NM Corrections - small purchases “petty cash”                            |
| Department of Health                                                       | Funds deposit in non-fiscal agent bank account Request 1 – check to remit        |
| Department of Health                                                       | Funds deposit in non-fiscal agent bank account Request 2– check to remit         |
| Department of Health                                                       | Petty Cash - -petty cash account for public health facilities to purchase        |
| Department of Health                                                       | Fiduciary Account - for patients needs while in care.                            |
| Department of Health                                                       | Funds for guardians of children in need of medical care                          |
| Department of Military Affairs                                             | AGENCY PROGRAMS - Payment load & Single Payment Voucher bank                     |
| Department of Public Safety                                                | Special Investigation Unit - Information Reward                                  |
| Department of Public Safety                                                | Special Investigation Unit – Tobacco Use Curtailment Program                     |
| Department of Public Safety                                                | Special Investigation Unit – Alcohol Use Curtailment Program                     |
| Department of Public Safety                                                | Special Investigations Unit - Illegal Contraband. State Legislature funds        |
| Department of Public Safety                                                | Special Investigations Unit - Illegal Contraband. Federal Grant Funds            |
| Department of Public Safety                                                | Special Investigations Unit - Illegal Contraband. Federal Grant Funds Region III |
| Department of Transportation                                               | Goods and Services Procurement                                                   |
| Department of Veteran's Affairs                                            | Custodial Account – monies deposited on behalf of residents                      |
| Department of Veteran's Affairs                                            | FUNDS DEPOSITED AT NONFISCAL AGENT BANK - deposit money from                     |
| Department of Workforce Solutions                                          | Unemployment Program Employer Refunds – H Warrants                               |
| Department of Workforce Solutions                                          | Unemployment Benefit Payments – V Warrants                                       |
| Department of Workforce Solutions                                          | FEMA and Non-UI Disbursement                                                     |
| Division of Vocational Rehabilitation                                      | AGENCY PROGRAMS - Rehabilitation Services Administration - payments              |
| Division of Vocational Rehabilitation                                      | AGENCY PROGRAMS - Disability Determination Services - payment made               |
| Early Childhood Education and Care Department                              | AGENCY PROGRAMS - Voucher Load Warrant Account - Epics                           |
| Early Childhood Education and Care Department                              | AGENCY PROGRAMS - Voucher Load Warrant Account – Salesforce                      |
| Education Retirement Board                                                 | Qualified Excess Benefit disbursements                                           |
| Eighth Judicial District Attorney                                          | Fiduciary Account – pre prosecution program – fees and victim                    |
| Eighth Judicial District Court                                             | Custodial Account - trust fund for litigant monies to litigants                  |
| Eleventh Judicial Div II District Attorney                                 | Fiduciary Account – pre prosecution program – fees and victim                    |
| Energy, Minerals & Natural Resources                                       | Funds deposit in non-fiscal agent bank account – check to remit to Wells         |
| Game & Fish                                                                | Special Operations and Investigations                                            |
| Game & Fish                                                                | Information Reward                                                               |
| Game & Fish                                                                | AGENCY PROGRAMS - Refund hunting fees                                            |
| General Services Department                                                | AGENCY PROGRAMS - RMIS to upload into SHARE AP module for issuance               |
| General Services Department                                                | AGENCY PROGRAMS - ERISA to upload into SHARE AP module for issuance              |
| Human Services Department                                                  | Low Income Home Energy Assistance – LIHEAP Warrants                              |
| Human Services Department                                                  | Medicaid assistance – OMNICAID Warrants                                          |
| Human Services Department                                                  | Child Support Program – CSES Warrants                                            |
| Miner’s Colfax Medical Center                                              | Funds deposit in non-fiscal agent bank account – check to remit to Wells         |
| NM Commission for the Blind                                                | AGENCY PROGRAMS- purchases of goods and/or services for eligible                 |
| NM Public Defender                                                         | Funds deposit in non-fiscal agent bank account – check to remit to Wells         |
| NM Public Schools Insurance Authority                                      | Benefits Program claims reimbursement and administrative expenses                |
| NM Public Schools Insurance Authority                                      | Risk Program claims reimbursement and administrative expenses                    |
| Office of the State Engineer                                               | Joint Venture Account – Costilla Creek Compact                                   |
| Office of the State Engineer                                               | Joint Venture Account – Ute Dam Pipeline Replacement                             |
| Office of the State Engineer                                               | Joint Venture Acct - Rio Grande Floodway San Acacia to Bosque del                |
| Office of the State Engineer                                               | FUNDS DEPOSITED AT NONFISCAL AGENT BANK -Cimarron District Office -              |
| Office of the State Engineer                                               | FUNDS DEPOSITED AT NONFISCAL AGENT BANK -Aztec District Office -                 |
| Office of the Superintend of Insurance                                     | Custodial Account - 10 Bank Accts held in trust for insurance companies          |
| PERA                                                                       | AGENCY PROGRAMS - Voucher Load Warrant Account                                   |



