

MICHELLE LUJAN GRISHAM
GOVERNOR



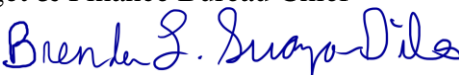
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MEMORANDUM BFB #22-06

TO: New Mexico Counties and Municipalities

FROM: Brenda L. Suazo-Giles, Budget & Finance Bureau Chief
Local Government Division 

DATE: May 4, 2022

SUBJECT: Local Governing Body Procedures for Credit Card and Electronic Transfer Payments

Pursuant to 6-10-1.2, NMSA 1978, the Department of Finance and Administration (DFA), Local Government (LGD), Budget and Finance Bureau (BFB), is streamlining the process on how the Local Governing Bodies submit their internal policies and procedures dealing with the acceptance of payments by credit card or electronic transfers at the local level.

As noted in 6-10-1.2:

“The local governing body shall adopt procedures, subject to the approval of the department, on the terms and conditions of accepting payments by credit card or electronic transfer.”

“Department” is the Department of Finance and Administration (DFA).

BFB will be providing a virtual training on the standardized required “Checklist for Acceptance of Credit Cards and Electronic Transfers” and supporting documentation required with the Checklist to be submitted with the Interim Budget, on or before June 1, 2022.

This streamline process will assist DFA to compile and track more efficiently data for statewide reports to our stakeholders and most importantly to be in compliance with statutory requirements.

The training will held be virtually on Wednesday, May 11, 2022, from 9:00 am to 11:30 am. We highly recommended all staff with the job duty of accepting credit card or electronic transfer payments attend this training.

You will be receiving a Microsoft Teams invitation on Friday, May 6, 2022, from your assigned Budget Analyst. Within the invitation you will receive a copy of the presentation.

In this training you will be presented with information and links to the Payment Card Industry Data Security Standards (PCI DSS) and National Automated Clearing House Association (NACHA) to ensure

your local governing body is in compliance with current standards and those standards are being applied appropriately. Furthermore, of upmost importance is ensuring compliance with standards issued by industry oversight bodies on credit card and electronic payments policies and procedures which are critical for safeguarding customers' personal data in the challenging digital age we navigate.

If you have any questions, please contact your assigned Budget Analyst.

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