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GOVERNOR

**WAYNE PROPST**  
CABINET SECRETARY

July 29, 2025

To: Agency Chief Financial Officers, Budget Directors and Budget Staff

From: Dr. Andrew Miner, State Budget Division Director

***Re: FY27 Appropriation Request Training and Workshop Announcement***

The State Budget Division will be offering training on the FY27 appropriation request and BFM system operation on the following dates.

Training will be held exclusively via Microsoft Teams at the following times. To register for a session, please click on the link next to the time you would like to attend. All training sessions contain the same content; therefore, attendees need only participate in one session.

- August 6, 2024 9:00 AM  
<https://events.gcc.teams.microsoft.com/event/7d6ec329-a4ae-4587-a980-8b477ce02062@04aa6bf4-d436-426f-bfa4-04b7a70e60ff>
- August 6, 2024 1:30 PM  
<https://events.gcc.teams.microsoft.com/event/cefc9929-b3a0-4cf3-9979-01031a582c49@04aa6bf4-d436-426f-bfa4-04b7a70e60ff>
- August 7, 2024 9:00 AM  
<https://events.gcc.teams.microsoft.com/event/9d09d348-14f2-49c1-9646-a83930fb479f@04aa6bf4-d436-426f-bfa4-04b7a70e60ff>
- August 7, 2024 1:30 PM  
<https://events.gcc.teams.microsoft.com/event/f1beaaa1-cbab-4b51-833f-8c69715b282c@04aa6bf4-d436-426f-bfa4-04b7a70e60ff>

Please sign up for training by **Monday, August 4.**

Please remember to print out and have available copies of the Appropriation Request Instructions, the BFM User Guide and the PowerPoint presentation. These and other useful information will be available on the SBD website, Appropriation Request Instructions tab at

**FY27 Appropriation Request Training and Workshop Announcement  
July 28, 2025**

[Appropriation Request | New Mexico Department of Finance and Administration \(state.nm.us\)](#) and Budget Formulation and Management tab at [Budget Formulation and Management \(BFM\) System | New Mexico Department of Finance and Administration \(state.nm.us\)](#). If you have any questions regarding training please contact Andrew Miner at [andrew.miner@dfa.nm.gov](mailto:andrew.miner@dfa.nm.gov).

**Important:** Prior to August 6, please verify that all BFM users at your agency can log into the system. If a user needs help with their username or password, please email the DFA help desk at [fcdsu.help@dfa.nm.gov](mailto:fcdsu.help@dfa.nm.gov). If you need to set up a new user or adjust a user's access level, please complete a BFM Security Access Form available at [Budget Formulation and Management \(BFM\) System | New Mexico Department of Finance and Administration \(state.nm.us\)](#) and submit it to the Help Desk. Agency users, especially new ones, should also review the general BFM training materials available at [Budget Formulation and Management \(BFM\) System | New Mexico Department of Finance and Administration \(state.nm.us\)](#) prior to Appropriation Request training.

**FY27 Budget Request Workshops**

The State Budget Division will be offering workshops for agency staff to collaborate with SBD analysts on their FY27 appropriation request submissions.

Workshops will be held **exclusively in person** on the following dates:

**August 21, 2025 8:30 AM – 4:30 PM**

Carruthers Building, Pinon Room 1209  
Camino Carlos Rey  
Santa Fe, NM 87507

**August 22, 2025 8:30 AM – 4:30 PM**

Department of Workforce Solutions, TIWA-Sandia Conference Room 444  
401 Broadway NE  
Albuquerque, NM 87102

Agency staff may arrive and leave whenever they wish during the day as SBD analysts will be on hand throughout the day to assist. Agency staff may also arrange predetermined appointment times to meet with their analysts during the workshops. Please bring laptops and any materials needed to work on your budget request submission. In order to have an approximate estimate of attendees and to provide a list to facility staff beforehand, please provide a list of attendees and locations to Eric Vasquez at [eric.vasquez@dfa.nm.gov](mailto:eric.vasquez@dfa.nm.gov) by **Friday, August 15, 2025**. Please include full names and email addresses of attendees and your agency code.

Agencies must begin working on their budget requests prior to these workshops so that workshop time may be effectively utilized to address specific issues.