**Instructions: Request for BAR Authority and Other Special Language**

1. Provide information requested on this Formif you require language for Section 4 (operating budget); Section 7 (IT extensions/reauthorization), or additional BAR authority for FY19 or agency specific FY20 BAR authority. If you do not have any of these special language requests, you do not need to submit this form.
2. If you have multiple requests, please submit a separate form for each. Check the appropriate type of request on each form.
3. Please include a brief justification for each request stating why such language is needed for the agency to carry out its mission.
4. Follow the capitalization and formatting conventions outline below:

* Most words are not capitalized except at the beginning of a sentence; however, you should capitalize the following: **place names** (e.g. *New Mexico*, *United States*, *Santa Fe* county – note “county” is not capitalized, *Ute* reservoir, *Vaughn* pipeline, etc.); **proper names** (*Vigil-Giron, Gutierrez*, and *Kupfe*r cases); **legislative acts** (*Title IV-E* funds, Section 12 of *Chapter 114 of Laws 2004*, *Indian Education Act,* etc.); ***months of the year*** (*May, June*, etc.), and the **words** “*Indian” and “Native American.”*
* Do **not** capitalize the names of agencies, departments, divisions, programs or funds.
* Do not capitalize the beginning word of clauses that contain agency-specific BAR adjustment language (See BAR examples below).
* Follow standard format/legislative conventions for structuring sentences such as the following:

**Section 4**: The **(category of fund**) appropriation to the **(name of program)** of the **(name of department)** include (**dollars expressed in words**) **(dollars in numerals**) for (**the source and/or purpose of funds**).

* + - * + *The other stare funds appropriation to the university of New Mexico health sciences center include two million nine hundred sixty-two dollars ($2,962,100) from the tobacco settlement program fund.*
        + *The general fund appropriation to the administrative program of the department of health in the contractual services category include two hundred thousand dollars ($200,000) for evaluation and services for victims of sexual assault.*

**Section 7:** The period of time for expending the (**dollars expressed in words**) (**dollars in numerals**) appropriated from **(fund**) in Subsection **XX** of Section 7 of Chapter **XX** of Laws **XX** for **(state purpose of appropriation**) is extended through fiscal year (**identify fiscal year**).

* + - * + *The period of time for expending the one million two hundred fifty thousand dollars ($1,250,000) appropriated from the insurance operations fund in Subsection 13 of Section 7 of Chapter 227 of Laws 2013 to migrate the insurance system and processes to a paperless, web-based environment is extended through fiscal year 2017.*

**BAR Language**: the (**name of program**) of the (**name of agency**) may request budget increases up to (**dollars expressed in words**) (**dollars in numerals**) from (**source or type of funding**) for (**purpose or use of funds**);

* + - * + *the New Mexico medical board may request budget increases up to one hundred thousand dollars ($100,000) from other state funds for the administrative hearing and litigation process;*
        + *the interstate stream compact compliance and water development program of the state engineer may request budget increases up to three hundred thousand dollars for Pecos water settlement compliance;*