



**STATE OF NEW MEXICO**  
**DEPARTMENT OF FINANCE AND ADMINISTRATION**  
**FINANCIAL CONTROL DIVISION**  
407 GALISTEO STREET  
BATAAN MEMORIAL BUILDING, ROOM 166  
SANTA FE, NEW MEXICO 87501  
(505) 827-3682 FAX (505) 827-3692

Michelle Lujan Grisham  
Governor

Wayne Propst  
Cabinet Secretary

Mark Melhoff  
Acting State Controller  
Division 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: December 05, 2023

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 2025 (July 1, 2024 – June 30, 2025) are due December 31, 2023. 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 FY24.*

*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, 2023 – December 31, 2023, see enclosed rule template).*

*Section MIS11 of the Fiscal Year 2023 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, Wayne Propst, in care of Heather Kent, Cash Control Bureau, Financial Control Division. The request form for fiscal year 2025 and report on compliance for calendar year 2023 are due at DFA by December 31, 2023. If you have any questions or if you anticipate problems meeting the deadline, please email me at [Heather.Kent@dfa.nm.gov](mailto:Heather.Kent@dfa.nm.gov). The request should be sent to the [cash.control@dfa.nm.gov](mailto:cash.control@dfa.nm.gov) email address.*

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
Bernalillo County Metro Court Custodial	Bernalillo County Metro Court Custodial Account - trust fund for litigant
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
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 – 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
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 insurance providers and individuals for services.
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	AGENCY PROGRAMS - Voucher Load Warrant Account - Epics
Early Childhood Education and Care	AGENCY PROGRAMS - Voucher Load Warrant Account – Salesforce
Education Retirement Board	Qualified Excess Benefit disbursements
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 restitution
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 Superintendent of Insurance	Custodial Account - 10 Bank Accts held in trust for insurance companies

[illegible]

