SAMPLE

AGENCY ASSIGNMENT OF CHIEF FINANCIAL OFFICER DUTIES

TO BE PRINTED ON AGENCY LETTERHEAD

DATE

Director/State Controller

State of New Mexico

Department of Finance and Administration

Financial Control Division

407 Galisteo Street

Bataan Memorial Building, Room 166

Santa Fe, NM 87501

Re: Agency xxxxx CFO Assignment

Fiscal Year xxxx

Dear State Controller:

In accordance with 2.20.5.8.B NMAC, I am submitting for your approval (name of individual) to be designated as the Chief Financial Officer for (agency name) the (year) fiscal year. Mr./Ms. (name of individual) has the educational background, knowledge, and experience necessary to supervise, monitor, and control the (Department’s Name)’s accounting function.

(name of individual)’s contact information is as follows:

By Mail:

By Phone:

By Email:

If there are any questions, please contact me at (Phone Number).

Sincerely,

(Agency Head)

(Title)

(Contact Information – email, mailing address)