



Cabinet Secretary Wayne Propst

Deputy Cabinet Secretary Renee Ward

Acting State Controller Mark Melhoff

Governor Michelle Lujan Grisham

**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: November 01, 2024

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 2026 (July 1, 2025 – June 30, 2026) are due December 31, 2024. 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 FY25.*

*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, 2024 – December 31, 2024, see enclosed rule template).*

*Section MIS11 of the Fiscal Year 2024 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.*

*MAPs Fin 2.9 was updated in FY25. Please review to ensure requests meet all requirements.*

*Please address your report to the DFA Cabinet Secretary, Wayne Propst, in care of Heather Kent, Cash Control Bureau Chief, Financial Control Division. The request form for fiscal year 2026 and report on compliance for calendar year 2024 are due at DFA by December 31, 2024. 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><i>Authority to Issue Warrants – Agencies Authorized to Issue Warrants</i></b> |   |
| AOC Administrative Office of the Courts   | AGENCY PROGRAMS - Payment load bank account for payments to               |
| 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          |
| Department of Health  | Funds deposit in non-fiscal agent bank account Request 1 – check to       |
| Department of Health  | Funds deposit in non-fiscal agent bank account Request 2– check to        |
| 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 Workforce Solutions   | Unemployment Program Employer Refunds – H Warrants                        |
| Department of Workforce Solutions   | Unemployment Benefit Payments – V Warrants                                |
| Division of Vocational Rehabilitation   | AGENCY PROGRAMS - Rehabilitation Services Administration -                |
| Division of Vocational Rehabilitation   | AGENCY PROGRAMS - Disability Determination Services - payment             |
| Early Childhood Education and Care  | AGENCY PROGRAMS - Voucher Load Warrant Account - Epics                    |
| 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             |
| Energy, Minerals & Natural Resources  | Funds deposit in non-fiscal agent bank account – check to remit to        |
| First Judicial District Court   | Custodial Account - trust fund for litigant monies - warrants used to     |
| Fourth Judicial District Court  | Custodial Account - trust fund for litigant monies - warrants used to     |
| 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                 |
| General Services Department   | Risk Management Programs -Property, Public Liability and Workers          |
| Human Care Authority  | AGENCY PROGRAMS - ERISA to upload into SHARE AP module for                |
| Human Care Authority  | Low Income Home Energy Assistance – LIHEAP Warrants                       |
| Human Care Authority  | Medicaid assistance – OMNICAID Warrants                                   |
| Human Care Authority  | Child Support Program – CSES Warrants                                     |
| Miner’s Colfax Medical Center   | Funds deposit in non-fiscal agent bank account – check to remit to        |
| 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        |
| 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 of the State Engineer  | FUNDS DEPOSITED AT NONFISCAL AGENT BANK -Aztec District Office            |
| Office of the Superintend of Insurance  | Custodial Account - 10 Bank Accts held in trust for insurance             |
| PERA  | AGENCY PROGRAMS - Voucher Load Warrant Account                            |
| Second Judicial District Court  | Fiduciary Account – litigant monies – disposition determined by court     |
| Seventh Judicial District Attorney  | Fiduciary Account – pre prosecution program – fees and victim             |
| Sixth Judicial District Court   | Custodial Account - trust fund for litigant monies                        |
| State Fair Commission   | Entertainment and Prize Award payments                                    |
| State Fair Commission   | Unearned Facilities Damage Deposits                                       |

[illegible]