

2008 CAPITAL PROJECTS GENERAL OBLIGATION BOND ACT
New Mexico State Library
Reimbursement Instructions

Public Library Name: Name of library the funds are allocated to.

State of NM Purchase Order #: Current fiscal year purchase order number for your library's allocation. Located on the State of NM Purchase Order sent out to each library at the beginning of each fiscal year.

State of NM Vendor #: Vendor number for your library or community located on the State of NM Purchase Order sent to each library.

Reimbursement Amount Requested: Amount requested.

Invoice Number: Please include a unique invoice number so the request can be tracked in the State Financial System.

Authorized Signature: Signature of someone authorized to request the funds. Must be original.

Print Name: Name of person signing

Remit to Address: The remit to address must match the vendor on the State of New Mexico purchase order for each library's allotment. New purchase orders are sent to each library at the beginning of each fiscal year.

Dates of Service: Please include the range of dates covered by the purchases included in the reimbursement request (i.e. 11/10/2009- 12/12/2009).

Date: Date of reimbursement request

Title: Title of person signing

Other Instructions

- Include supporting documentation that shows items purchased and evidence of payment by your local government for the expenditures being claimed for reimbursement. Evidence can include: copies of receipts that match the amount on the invoice, copies of corresponding vouchers, checks showing payments, or payment registers.
- Re-imbursements claims should be submitted as monies are expended. Please submit reimbursement claims in the state fiscal year in which the funds were expended. All reimbursement claims must be received by the State Library by April 1, 2012.
- 2008 GO Bond funds can be used for *“library acquisitions at public libraries and tribal libraries statewide to acquire library books, equipment and library resources”... Expenditures shall not be made for purposes other than those specified in the appropriation.* (Laws of New Mexico 2008, Chapter 80, Sec. 10 B-1)
- Local governments must determine if their intended expenditures meet the intent of the Law. Libraries should maintain written approval from the library's governance body as evidence that there was financial oversight for the purchase.
- Additional copies available on the State Library web site at:
http://www.nmstatelibrary.org/index.php?option=com_content&view=article&id=111&Itemid=417

**2008 CAPITAL PROJECTS GENERAL OBLIGATION BOND ACT
Reimbursement Request – New Mexico State Library**

2008 Capital Projects General Obligation Bond Act, Chapter & Laws: Chapter 80, Laws of 2008, Section 10B (1)

Purpose: *“for statewide library acquisitions... for supplemental library resource acquisitions, including books, equipment and resources, for public libraries statewide.*

Expenditures shall not be made for purposes other than those specified in the appropriation”

Timeframe: Expenditures may be made between July 2009 and March 2012. All reimbursement requests must be received by the State Library by April 1, 2012. Reimbursement should be submitted in the state fiscal year in which the funds are expended.

Assurances:

None of the obligations for which payment is hereby requested has formed the basis for any payment previously made; and, each of the obligations for which payment is requested is or was necessary or appropriate in connection with the Project and is a proper charge against the Project Account.

I certify that this request complies with the Legislation in Chapter 80 Laws of 2008 and NMAC 4.5.8 and that funds have been expended only for the purpose specified.

I certify that the expenditures made by the public library are equal to or greater than the amount of reimbursement for project purposes.

I certify that the receipts attached are true and correct copies

Public Library Name:	Remit to address: (must match address on purchase order)
State of NM Purchase Order #: (located on PO)	
State of NM Vendor #: (located on PO)	
Reimbursement Amount Requested:	
Invoice Number:	Dates of service:
Authorized Signature:	Date:
Print Name:	Email & Phone:

Send reimbursement requests and copies of receipts to:

**Attn: Library Development
New Mexico State Library
1209 Camino Carlos Rey
Santa Fe, NM 87507**