



CAPITAN MUNICIPAL SCHOOLS

Home of the Tigers

Memo

To: Board of Education

From: Jamie Shepperd

Date: 6/12/2026


Re: 27405 BAR

Message

Attached is an Initial Budget BAR for fund 27405, School Bus Cameras.

CAPITAN MUNICIPAL SCHOOLS *To Lead, Educate, and Prepare All Students*

Located in 150 Forest, Capitan, NM 88316 • Mailing Address PO Box 278, Capitan, NM 88316 • Phone (575) 354.8500 • Fax (575) 354.8505



Must submit backup for all BARs, except transfers of funds for SEG or direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
 300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 040-000-2526-0040-IB
 Fund Type: Flowthrough

Adjustment Type: Initial Budget

Fiscal Year: 2025-2026

Entity Name: Capitan Municipal Schools

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Jamie Shepperd, Chief Financial Officer

Total Approved Budget (Flowthrough):

Phone: 575-354-8514

Email: jamie.shepperd@capitantigers.org

FLOWTHROUGH ONLY	Budget Period: 07/01/2025	To: 06/30/2026
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Revenue 27405.0000.43202 \$15,000.00

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27405 2020 School Bus Cameras	2700 Student Transportation	56119 Supply Assets (\$5,000 or less).	0000 No Program	040000 Capitan District Office	0000 No Job Class		\$15,000.00	\$15,000.00	
Sub Total							\$15,000.00		
Indirect Cost									
DOC. TOTAL							\$15,000.00		

Justification:

FY26 Final Award-School Bus Cameras

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 DON GASPAR AVE.
SANTA FE, NEW MEXICO 87501-2786
Telephone (505) 827-5800
www.ped.state.nm.us

MARIANA D. PADILLA
SECRETARY OF PUBLIC EDUCATION

MICHELLE LUJAN GRISHAM
GOVERNOR

April 14, 2026

MEMORANDUM

TO: Superintendents, Charter School Leaders and Business Managers
FROM: Gregory Frostad, Director of Finance & Operations
RE: New Mexico State Appropriation – FY26 Final Award-School Bus Cameras. (27405)

DocuSigned by:
Gregory Frostad
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During the 2024 legislative session, the state appropriated funding to purchase cameras for newly purchased to-and-from school buses statewide. The New Mexico Public Education Department (PED) has determined its final FY 25-26 award for this funding which is illustrated on Exhibit C. This funding is to be used specifically to purchase cameras for newly purchased to-and-from school buses statewide, as identified beginning in the supplement section on page three of this award letter. This award is based upon reimbursable expenditures. Adherence to the requirements as detailed in the supplement and documentation supporting expenditures is required.

Please note the following New Mexico State Legislation appropriation information and compliance requirements specific to this award:

Award Name: School Bus Cameras

Funding Agency: NM Public Education Department, Special Appropriation Fund; Fund 27405, School Bus Cameras, NM Laws of 2024, Section I, Item (20)

Compliance Requirements: NM Procurement Code (1.4.1 NMAC),
Procurement Code (13-1-28 through 13-1-99) NMSA 1978

NM Department of Finance Administration Rules and Regulations

<https://www.nmdfa.state.nm.us/financial-control/resource-information>

Please submit a Budget Adjustment Request (BAR) for the award amount indicated on Exhibit C using **Fund Code 27405** and **Revenue Code 43202** within the Operating Budget Management System (OBMS) located on the PED OBMS website. Please attach a copy of this award memo including the Supplement and Exhibit C to the BAR.

FY25-26 School Bus Cameras Final Award

April 14, 2026

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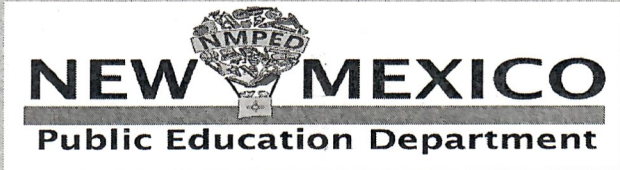
This award is effective for the fiscal year period from July 1, 2025, through June 30, 2026, upon receiving PED approved budget authority in OBMS. The award amount must be fully expended by June 30, 2026. The last day to submit requests for reimbursement for FY 25-26 will be **July 7, 2026**.

If you have fiscal questions, please contact Valerie Padilla, Fiscal Grants Management Bureau at valerie.padilla@ped.nm.gov, (505) 538-0215. If you have programmatic questions, please contact Amanda Lupardus-Hernandez, at 505-677-6692 / amanda.lupardus@ped.nm.gov.

Enc. (2):

Award Table- Exhibit C, Supplement

EXHIBIT C (27405 - Final Award - FY25-26)



Award Name: School Bus Cameras

Laws: 2024

HB/SB: Senate Bill 275

Section: 47

Paragraph: 20

Program Contact Name: Amanda Lupardus-Hernandez

Purpose of Award: Cameras for School Buses

State of New Mexico Special Appropriation- State Grant/(27405) FINAL AWARD FY25-26

OBMS ENTITY CODE	LOCAL EDUCATION AGENCY	District/State Charter/Local Charter Allocation (Revenue Code 43202)
1	Albuquerque Public Schools	\$ 15,000
64	Aztec Municipal Schools	\$ 7,500
87	Belen Consolidated Schools	\$ 10,000
61	Bernalillo Public Schools	\$ 5,000
40	Capitan Municipal Schools	\$ 15,000
67	Central Consolidated Schools	\$ 10,000
53	Chama Valley Independent Schools	\$ 2,500
55	Española Public Schools	\$ 5,000
32	Eunice Public Schools	\$ 2,500
65	Farmington Municipal Schools	\$ 15,000
59	Floyd Municipal Schools	\$ 2,500
43	Gallup-McKinley County Schools	\$ 10,000
86	Los Lunas Public Schools	\$ 12,500
14	Melrose Municipal Schools	\$ 2,500
70	Pecos Independent School District	\$ 2,500
77	Peñasco Independent Schools	\$ 2,500
83	Rio Rancho Public Schools	\$ 25,000
27	Roy Municipal Schools	\$ 2,500
74	Socorro Consolidated Schools	\$ 2,500
73	Truth or Consequences Municipal Schools	\$ 5,000
47	Tularosa Municipal Schools	\$ 2,500
45	Wagon Mound Public Schools	\$ 2,500
68	West Las Vegas Public Schools	\$ 2,500
	GRAND TOTAL	\$ 162,500

NM Public Education Department's District-Owned School Bus Cameras

SUPPLEMENT

PURPOSE OF FUNDING

This award is for the purpose to purchase, equip, and install district-owned school buses with cameras statewide.

DEFINITIONS

School Bus Cameras

For the purpose of this award, school bus camera products mean cameras for use in connection with school buses. School bus cameras must be installed on the recent school buses that the school district has been authorized to purchase.

Funds may only be used as follows:

- Purchase cameras
- Equip cameras
- Install cameras

FISCAL REQUIREMENTS

Please review Exhibit C and submit a BAR through OBMS for the appropriate amount using fund code 27405 and revenue object code 43202. Please adhere to the following timelines and cited statutory regulations required for budgeting, obligation, and RfR submission:

- Submit a BAR and a copy of this supplement, including Exhibit C, through OBMS.
- The final award amounts shall be expended before June 30, 2026.
- Pursuant to NMSA 6-5-3, the appropriate fund shall be encumbered prior to the issuance of vouchers, purchase orders, or the engagement of contracts.

NMAC 6.20.2.10 Budget Maintenance Standards

- Budget adjustment requests shall be submitted on the most current form prescribed by the department. The school district shall maintain a log of all budget adjustment requests to account for status, numerical sequence, and timely approval at each level. The log is to be retained for audit purposes.
- School districts shall submit budget adjustments requests for the operating budget to the department for budget increases, budget decreases, transfers between functional categories, and transfers from the emergency reserve account. Expenditures shall not be made by the school district until budget authority has been established and approval received from the department. Budget adjustments shall not be incorporated into the school district's accounting system until approval is received by the department.
- School district shall submit periodic financial reports to the department using the department approved format. Reporting shall be either monthly or quarterly. Required reporting frequency may be changed by the department at any time during the year. Reports are due to the department by the last working day of the month following the end of the required reporting period, unless extended to a later date by the secretary of education.

[02-03-93, 11-01-97, 01-15-99, 6.20.2.24 NMAC – Rn 6 NMAC 2.2.1.24, 05-31-01; A, 0-15-03; A, 11-30-06]

Request for Reimbursement

Fiscal documentation in the form of a detailed expenditure report, as required by the department, must be submitted with each request for reimbursement that provides:

1. Date and time;
2. Original, adjustments, and current budget amounts;
3. Current and year-to-date expenditures;
4. Budget balance (budget minus expenditures);
5. Encumbrances;
6. Budget balance that represents the budget, minus the expenditures, plus the encumbrances; and
7. Remaining budget balance percentage.

Submission should also include (as appropriate);

1. Pre-approved subcontracts and invoices with detailed breakdown or services provided; and
2. Supporting documentation for the following expenditure categories:
 - a. In-person professional development
 - i. Agenda;
 - ii. Itemized travel expenditure summary
 - iii. Receipts if traveling based on actuals;
 - iv. Attendance sign-in roster (if applicable).
 - b. Virtual professional development
 - i. Agenda – identifies course, provides description, dates, and time of course;
 - ii. Certificate of completion from provider containing
 1. Company logo or letterhead authenticating service provider;
 2. Identified professional development course, dates, and time;
 3. Prints full name of attendee.
 - iii. If certificate of completion is not available
 1. Electronic sign-in roster;
 2. Lists each attendee by full name, date and time of log in and log out, course time duration.
 - c. Supplies
 - i. Invoices, packing slips (upon request).
 - d. Equipment \geq \$5,000
 - i. Signed Public Education Equipment \geq \$5,000 Approval to Purchase Form [PED-Federal-Grant-Approval-Form-Equipment-5-2021-2.xlsx](#)
 - ii. Invoice

Items purchased or expenditures for deliverables must be traceable to line items included in the original approved budget.

Closeout Procedures

The final day to submit RfRs in OBMS for these allocations is **July 7, 2026**.