In order to support statewide teleworking, the State Budget Division is implementing electronic processing of budget documents such as Budget Adjustment Requests (BAR), Budget Reallocation Forms (BRF), OPBUD-4s and Allotment forms.

The new process is outlined below. We appreciate your patience as we transition to this new process.

* The agency will complete an Excel format fillable version of the BAR, BRF, OPBUD-4, and/or Allotment form. These forms are available on the SBD website. BAR and BRF documents are found at <http://www.nmdfa.state.nm.us/Budget_Adjustment_Requests.aspx>. OPBUD-4 and Allotment forms are found at <http://www.nmdfa.state.nm.us/Operating_Budget_Instructions.aspx>. **Please use the forms now available on the SBD website as they have changed slightly to accommodate this new process**. When complete they must be signed by the CFO by typing their name and date in the appropriate space. When you save your document, please utilize the prescribed naming convention SBD has provided: Three digit business unit, three digit describer and last four digits of the appropriation journal. Descriptor codes are listed below. Please do not convert these forms to PDF.
* The agency must continue to provide supporting documents including, but not limited to, 5% worksheet, S-10, Notice of Grant Awards, BAR narrative, statutory citation, Trial Balance Report, and/or SHARE budget overview. See SBD website links above if relevant forms are needed.
* BAR process: The agency will submit the CFO signed Excel BAR form as one file and supporting documents in one PDF file via email to the SBD Submissions email address at **DFASBD.Submissions@state.nm.us**. The agency will also upload supporting documents only to SHARE into their Appropriation Level journal entry.
* BRF, OPBUD-4, Allotment process: Agency will submit the CFO signed Excel BRF, OPBUD-4 and/or Allotment form as one file each and supporting documents in one PDF file via email to the SBD Submissions email address at **DFASBD.Submissions@state.nm.us**. If an agency is processing an OPBUD-4 and Allotment, those forms should each be their own file. Agency will also upload supporting documents only to SHARE into their Appropriation Level journal entry.
* If revisions are needed to any submission the relevant budget analyst with work with agencies to address these as normal.
* When submissions are posted the SBD Office Manager will email a final PDF form to the agency for their records.

Naming convention for electronic documents, BAR, OPBUD-4, BRF, and Allotment:

BAR Increase: INC

BAR Decrease: DEC

BAR Transfer: XFR

OPBUD4: OB4

BRF: BRF

Allotment: ALT

Example: Category Transfer BAR for DOH would be named 665XFR1234