

INTERIM CASH REQUEST INFORMATION & INSTRUCTIONS

Contents

One Copy of Interim Cash Request Form. Refer to Contract Sec C for eligible expenses and Sec D for Cash Request requirements. Cash Request forms may not be generated or submitted electronically; mail to us using the New Mexico Arts form.

Remember that the Interim Cash Request form information must be typed. You can download the Word form from our website grants page onto your computer, save it, type in the information, save it, and print the form to mail to us.

Instructions

1. **A Concise Narrative Progress Report on activities to date must accompany each Interim Cash Request.** This may be as brief as a single paragraph, stating the completed activities and how New Mexico Arts funds were used. A list of payments/expenses to individuals or businesses is NOT sufficient to meet this Narrative requirement.

2. Funds can be spent only for the activities listed in your Schedule of Events and Programs and for the total amount shown on the Revised Budget Estimate as originally approved by New Mexico Arts or subsequently amended (see Sec C of contract). Submit a new Schedule and/or Revised Budget with the Cash Request and Narrative if changes are warranted. **Funds will be released on a reimbursement basis only, beginning with expenses incurred after the date of approval through June 30, 2009.**

3. **COMPLETING INTERIM CASH REQUEST FORMS:** Please follow these instructions carefully.
 - 3.a Current Cash Request is the amount of New Mexico Arts funds you are currently requesting. (Refer to the form for the minimum 20% balance to be reserved for the *Final* Cash Request.)

 - 3.b Total Previous Cash Requested is the total of ALL previous cash requests.

 - 3.c Contract Balance Remaining will show the amount of money remaining in your contract after the current and previous cash requests are subtracted from the total New Mexico Arts award. A minimum balance of 20% of the grant must remain for the Final Cash Request. Only the Final Cash Request form, submitted with the Final Report packet, may show a balance of \$0.00.

4. Cash Request Number - Number each Cash Request in the order submitted (first, second, third, etc).

5. REQUEST ITEMIZED - The Items and Their Amounts section is to be used to itemize the current New Mexico Arts cash request. This section should reflect how you actually spent the funds. DO NOT attach or include receipts, copies of receipts, or copies of checks (keep these in your files for a minimum of three years).

Each cash request MUST BEAR THE ORIGINAL SIGNATURE OF THE PROJECT DIRECTOR, preferably in blue ink. **FAXES, COPIES, or EMAIL FORMS WILL NOT BE PROCESSED FOR PAYMENT.**

It is advisable for you to keep a copy of each Cash Request you submit, with accompanying Narrative, in order to keep your fiscal records current. Your Final Fiscal Report must reflect the totals of all cash requests submitted during the contract period.

When New Mexico Arts receives your cash request, it will be sent to the Administrative Services Division (ASD) of the Department of Cultural Affairs, then to the Department of Finance and Administration (DFA) where a check will be drawn for the amount requested. It generally takes two business weeks for a check to be processed and mailed by DFA. PLAN AHEAD. DFA will accept only typed Interim (and Final) Cash Requests.

Staff will review *Interim* Cash Requests, comparing them to the latest Schedule on file, before they go to ASD for processing. You will be contacted if more information is needed.

As stipulated in the Arts Services Contract, when a project organization is using a Fiscal Agent, the check will be made payable to and mailed to the Fiscal Agent. Several days may be required for them to deposit the check in their account and then reissue a check to the project organization. It is important that the Project Director request that the Fiscal Agent act quickly in reissuing their check. PLAN AHEAD! A copy of each Cash Request should be placed on file with the Fiscal Agent to enable them to keep abreast of your financial activity.

Questions or problems with the Cash Request forms? Call 827-6490 or 800-879-4278 (outside Santa Fe).