July 27, 2018

MEMORANDUM

TO: Agency Chief Financial Officers, Budget Directors and Budget Staff

FROM: Andrew Miner, Principal Executive Budget and Policy Analyst
State Budget Division

SUBJECT: FY20 Appropriation Request Training Announcement

The State Budget Division will be offering training on the FY20 appropriation request and BRS system operation on the following dates:

Santa Fe

- August 8, 2018  9:00 AM  Room 309  State Capitol Building
- August 8, 2018  1:30 PM  Room 309  State Capitol Building
- August 9, 2018  9:00 AM  Room 309  State Capitol Building
- August 9, 2018  1:30 PM  Room 309  State Capitol Building

Albuquerque

- August 10, 2018  9:00 AM, Expo New Mexico / African American Pavilion Building, 300 San Pedro NE
- August 10, 2018  1:30 PM, Expo New Mexico / African American Pavilion Building, 300 San Pedro NE

There will be no “Standard” vs. “Short” versions of the trainings this year. All training sessions will have the same content.
Please contact Andrew Miner at andrew.miner@state.nm.us or Simon Miller at simon.miller@state.nm.us to reserve your place in the training. PLEASE INCLUDE FULL NAMES OF ATTENDEES AND YOUR AGENCY CODE. Each agency will be allowed to bring two persons to attend the training. Please remember to print out and bring your copies of the Appropriation Request Instructions, the BRS User Guide and the PowerPoint presentation.

Instructional Manuals for the preparation of the FY20 appropriation request, the User Guide for the BRS System, and other useful information will be available in the near future on the SBD website. Your Executive Budget Analyst will send you a notice when these materials are available.

*Directions to the African American Pavilion Building: Go to Gate 3 at San Pedro and Copper and follow signs to Pavilion Building.