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# APPLICATION FOR SUPPLEMENTAL EMERGENCY

**Fiscal Year 2020-2021**

In accordance with the Public School Finance Act, Section 22-8-30.A (2):

“The department shall account for all supplemental distributions and shall make full reports to the Legislative Education Study Committee (LESC) and the Legislative Finance Committee (LFC) of payments made.” Supplemental distributions can be made by the department “to make emergency distributions to school districts in financial need.”

Subject to Public Education Department policy, “districts in financial need” will be interpreted to include only those districts which document their inability to meet state laws, and standards for excellence using all their available resources.

Please specify the amount and type of emergency supplemental you are requesting below.

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## AMOUNT REQUESTED

\_\_\_\_\_ **Supplemental Emergency (Operational)**

\_\_\_\_\_ **Out-of-State Tuition (Attach revenue estimate and agreement)**

In the justification section below, explain your emergency in detail. Cite unforeseen expenses the district may not have anticipated, specific standards for excellence or state laws with which the district cannot comply or any other reason the district may be in financial need. Include the most recent revenue and expenditure reports, unless you are applying for Out-of-State Tuition. Attach additional sheets if necessary. Please note that Emergency Supplemental cannot be used for salary increases. Submit this request to the School Budget and Financial Analysis Bureau, through your assigned budget analyst.

**JUSTIFICATION**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | **PED Number:** |
| School District Superintendent Date | **School District:** |

**PED RECOMMENDATION/APPROVAL**

(For PED Purposes Only)

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### RECOMMENDED FOR APPROVAL

(See Attached Analysis)

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| Executive Budget Analyst Date  School Budget & Finance Analysis Bureau | Director Date  School Budget & Finance Analysis Bureau |

**COMMENTS**: **To make an emergency distribution to school district in financial need per 22-8-30 NMSA, 1978.**

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#### AMOUNT APPROVED

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| Deputy Cabinet Secretary Date  Public Education Department | Secretary of Education Date  Public Education Department |

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| SCHOOL DISTRICT: COUNTY: **PED** No. |