



**New Mexico Public Education Department
Language and Culture Division
BMEP Subgrant**

Budget Adjustment Request (BAR) Description

This form is to be submitted with each Increase or Transfer BAR.

District:	
Program:	Bilingual Multicultural Education Program Subgrant
Fund code:	27575

Justification Narrative

*Please provide sufficient justification to ensure that funds are being used as allowable in accordance with the New Mexico State Bilingual Multicultural Education Act and state regulation 6.32.2 NMAC, Guidelines for Implementing BMEPs. **Note: Please refer to the BMEP Funding Allowable Use FY24 Document.** Failure to submit sufficient descriptions will delay approval of BARs. Please email the completed forms to carlos.avila@ped.nm.gov.*

1. Explain why the transfer or increase is needed:

2. Please give a detailed description regarding what the funds will be used for and for whom. Attach any supporting documentation (vendor quotes, product descriptions, etc.). **If details and supporting documents are not yet available, please submit a BMEP Subgrant Pre-approval Form once such documentation is available to ensure proposed expenditure is allowable under BMEP Subgrant funding.**

3. Please indicate all school sites where the materials/services will be used.



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LCD Use Only

Approved

Denied

LCD Approval/Denial Signature

Date