Request for Payment (RfP) Process for IGA Contracts

Please note:

* The IGA is not valid until it has been signed by the authorized representative of the contractor or entity as well as the Secretary of Education.
* You will NOT use OBMS for the budget or reimbursement process.
* You will be issued a purchase order.

1. Complete the statement/scope of work detailed and agreed to in the IGA. Take note of the Period of Agreement on the first page of your IGA to ensure that all work is completed within the agreed time frame.
2. Collect backup documentation (expenses, receipts, general ledger, invoices received from vendor, proof of payment, etc.).
3. Prepare an invoice up to once per month signed by the authorized representative of the contractor or entity.
4. Submit the invoice, copy of the purchase order, and backup documentation by Google form in [*https://forms.gle/VNtaHmkVVJLjXBnh8*](https://forms.gle/VNtaHmkVVJLjXBnh8)
5. If you need assistance or guidance contact Crystal Vigil at [Crystal.Vigil3@ped.nm.gov](mailto:Crystal.Vigil3@ped.nm.gov) and CC Director Breezy Gutierrez at [Breezy.Gutierrez@ped.nm.gov](mailto:Breezy.Gutierrez@ped.nm.gov).

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