

NSTRUCTIONS for Interim Cash Requests

INTERIM CASH REQUEST FORM

*** THIS FORM MUST BE TYPED. * DO NOT USE LIQUID CONCEALER FOR CORRECTING ERRORS. ***

Mail to: NEW MEXICO ARTS
A Division of the Dept of Cultural Affairs
407 Galisteo, Suite 270
Santa Fe, New Mexico 87501-2641

Contract Code & Number: Alpha Code 12-Numeric Code
Contract Period: <start date> through June 30, 2012
Interim Cash Request Number (1, 2, 3, etc.): _____

An interim narrative report must accompany this request.

Please round all figures to the nearest dollar.

- 1. Name of Organization/Contractor:
*Address (latest on NM Substitute W-9):
City/State/Zip:
- 2. Amount of Contract Award \$ _____ (+)
- 3.a Current Cash Request \$ _____ (-)
- 3.b Total Previous Cash Requested \$ _____ (-)
- 3.c Contract Balance Remaining \$ _____ (=) (Minimum amount must be 20% of contract amount.)
(#2 minus #3a and #3b equals #3c)

4. **REQUEST ITEMIZED** -- List dollar amounts on line items for this request only. Refer to your most recent Schedule of Programs & Services to determine line items as submitted with the contract or later amended. If the schedule has changed substantially, submit a new revised Schedule of Programs & Services and Revised Budget Estimate with this Cash Request showing the change(s). DO NOT include receipts, invoices or copies of checks; save those in your office for at least six years. Amount on item line must be the amount spent of contract funds, not your total expenditures.

_____ Admin Salaries/Benefits	_____ Marketing/Public Relations
_____ Artistic Salaries/Benefits	_____ Rent/Mortgage
_____ Admin Contracted Fees/Services	_____ Materials/Supplies
_____ Artistic Contracted Fees/Services	_____ Other (phone, postage, insurance, etc.)
_____ Travel	
Total Current Cash Request (must equal #3a above)	\$ _____

5. Certification: I certify that the above information is true and correct and that all expenditures were incurred solely for the purposes of the above contract during the contract period and in accordance with the agreed conditions of the contract. The funds received for this cash request are for reimbursement of expenses already incurred.

6. Project Director's Signature (must be original, not a copy) _____
Type Name: _____ Date: _____
Telephone: (____) _____ email: _____

*Change in address or organization name will require a letter and submission of a new NM Substitute W-9 form to NMA.

FOR NMA USE ONLY: Service Dates: _____

Approved: _____ Date: _____
NMA Program Coordinator

Approved: _____ Date: _____
NMA Contract/HR Administrator

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Be sure to follow the instructions on the form.

Contact your program coordinator if you need assistance with this form.

Contract Code & Number: Enter the three or four letter category code in the "Alpha" space. Enter the three-digit number in the "Numeric" space. These items can be found on your contract.

Contract Period Start Date: Enter the date New Mexico Arts staff signed your contract. If there are two dates, enter the later date.

Interim Cash Request Number: If this is the first request, enter "1." If this is the second, enter "2." Continue in sequence. Use the Final Cash Request form for your final request.

1. Name of Organization & Address: Enter your organization name on the first line, then the address. The name and address must match the information provided on your most recent NM Substitute W-9. If either has changed, you must submit a new NM Substitute W-9. Your check will not be mailed unless the address on the cash request matches the address on file.

2. Amount of Contract Award: Enter the amount of your contract.

3a. Current Cash Request: Enter the amount from the "Total Current Cash Request" line in item 4.

3b. Total Previous Cash Requested: Enter the total amount of all previous cash requests.

3c. Contract Balance Remaining: Subtract lines 3a and 3b from line 2. This is the remaining amount, which must be a minimum of 20% of the contract amount..

4. Request Itemized: Show the amounts on the lines where expenditures were made. The amounts are for the expenditures in this request only and are only for the New Mexico Arts grant portion, not the total project costs. You must show an amount on the line – do not use an "X" or checkmark. The sum of all the line items goes on the "Total Current Cash Request" line.

6. Project Director Signature: The project director listed in the contract signs this form. If there is a new project director, New Mexico Arts must be notified in writing of the change before the cash request can be processed. Please sign in blue ink if possible.

The cash request must be mailed to New Mexico Arts. Send with a short narrative report. Incomplete interim reports cannot be processed.