

Requirement	What the chapter must provide	Documentation/Proof
1. Funding Received	Date funds were received by the school/chapter account	An Email confirmation to stateoffice@edrisingnm.org and a Bank/account record, school finance record, payment confirmation, or other official documentation
2. Amount Received	Total amount of state funding received	Official funding/payment record
3. Funding Recipient	School/chapter name and account or department receiving the funds	School finance record or confirmation from school (See #1)
4. Expenditure Description	Description of each purchase or expense paid with state funds	Expense log (sheet #2) with date, vendor, description, and purpose
5. Programmatic Purpose	Explanation of how each expenditure supported the chapter/program	Expense log (sheet #2) with brief description of the activity, event, resource, student benefit, etc.
6. Date of Expenditure	Date each expense was incurred/paid	Expense log (sheet #2) with receipt, invoice, purchase order, reimbursement record, etc.
7. Vendor/Payee	Who received the funds	Expense log (sheet #2) with receipt, invoice, payment record, etc.
8. Amount of Expenditure	Dollar amount of each expense	Expense log (sheet #2) with receipt, invoice, financial record, etc.
9. Supporting Documentation	Evidence substantiating the expenditure	Expense log (sheet #2) with receipts, invoices, purchase orders, reimbursement forms, school financial records, etc.
10. Funding Reconciliation	A complete calculation showing the total funds received, total eligible/documented expenditures, and remaining balance	Completed Funding Reconciliation (sheet #3)
10. Total Funds Expended	Sum of all eligible expenditures	Expense log (sheet #2) with completed Funding Reconciliation (sheet #3)
11. Remaining Funds	Funding received minus documented expenditures	Expense log (sheet #2) with completed Funding Reconciliation (sheet #3)
12. Unspent Funds Return Statement	If funds remain unspent, a statement indicating how much will be returned	Expense log (sheet #2) with completed Funding Reconciliation (sheet #3)
13. Return Timeline	Date by which the remaining funds will be returned	Expense log (sheet #2) with completed Funding Reconciliation (sheet #3)
14. Return Responsibility	Person/role responsible for returning funds	Expense log (sheet #2) with completed Funding Reconciliation (sheet #3)
15. Certification	Confirmation that submitted information is accurate and funds were used for approved purposes	Expense log (sheet #2) with completed Funding Reconciliation (sheet #3)

INSTRUCTIONS TO APPLY FOR FUNDS:

Step 1: Complete the Budget Request Sheet

Step 2: Begin the Funding Request Google Form and upload your completed budget request sheet.

IF FUNDS ARE GRANTED:

Step 3: If funding request is approved, the state office will return the Budget Request Sheet to the teacher to reflect what funds are approved, alongside a copy of the Funding Reconciliation form.

Step 4. Complete and return the Funding Reconciliation form with your principal and financial office. Step 5. The state office will provide you with a copy of the Expenditure Log if you do not already have it, as well as with a notification that funds are available.

EXPENDITURE LOG:

- A log of fund usage for the teacher to provide documentation and reasoning behind purchase. Those who apply for funding and are approved for both fall and spring disbursement only need 1 expenditure log.

FUNDING RECONCILIATION STATEMENT:

- A reconciliation summary of funds provided, funds used, and funds remaining, the method of which those funds will be sent to NMSU/EdRising NM, and the person responsible for this action.

UNSPENT FUNDS RETURN STATEMENT:

- A reconciliation statement by the teacher, principal, and financial office that state funds will be returned to Educators Rising NM if any amount remains by **June 5, 2027**.

Supportive documentation and receipts, as well as any returning payments, are due by June 7, 2026. You will need to review and sign with your principal and financial office. Once the form is complete, email it to stateoffice@edrisingnm.org.

SCHOOL: _____

Supporting documentation may include receipts, invoices, purchase orders, reimbursement documentation, school financial records, payment confirmations, or other official documentation sufficient to substantiate the expenditure.

26-27 Educators Rising NM CTE Funding Reconciliation

SCHOOL: _____

PAYMENT INFORMATION
CHECKS PAYABLE TO:
Educators Rising NM
PO Box 30001 MSC 3AC
New Mexico State University
Las Cruces, New Mexico 88003

Amount	Funding Reconciliation
\$ _____	Total State Funds Received
\$ 0.00	Total Documented Eligible Expenditures
\$ 0.00	Unspent Funds
\$ 0.00	Amount to Be Returned
_____	Return Date (Date Sent back to NMSU)
_____	Person Responsible for Return
_____	Method of Return



Unspent Funds Return Statement:

Our chapter received \$ _____ in state funding and documented \$ 0.00 in eligible expenditures. Any remaining amount will be returned to Educators Rising New Mexico no later than **June 5, 2027**.
The individual responsible for returning these funds is _____,
Teacher Leader of the _____ chapter for Educators Rising New Mexico CTSO/CTE Program.

School Principal: _____
Email Address: _____ Phone: _____

Signature: _____

Date: _____

School's Financial Office Representative: _____
Email Address: _____ Phone: _____

Signature: _____

Date: _____

Chapter Representative: _____
Email Address: _____ Phone: _____

Signature: _____

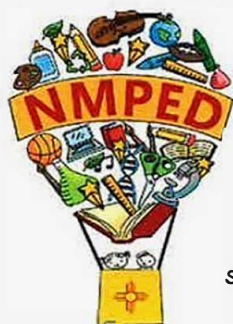
Date: _____

Were the funds used for the original purpose stated in the funding request? ☐ Yes ☐ No

If No, please explain why the funds were not used for the original requested purpose.

All allowable expenses must have prior approval through a fully approved CTE application and support high-quality CTE programs of study (POS) in alignment with Perkins V, EDGAR, and UGG.

Approved POS from CCG correlated to priorities.		
Allowable Expenditures	Allowable with Limitations & Prior Approval	Never Allowed
Career exploration	Audit expenses	Alcohol
Contracted services	Equipment — over \$5K, if needed	Bonuses or lobbying
CTSOs	Food — culinary programs of study only	Contracts or services covered in the scope of work for CCRB contractors
Indirect costs — up to 5%	CTE-specific furniture	Decorations, incentives, and gifts
Professional development	Instructional materials	Entertainment
Purchased services	Marketing and promotion	Individual memberships
Supplies and materials	Middle grades career exploration	Infrastructure improvement
Travel	Salaries and benefits	Land rental and acquisition
Transportation	Stipends	Personal expenses or rewards



CTE ALLOWABLE EXPENDITURE GUIDANCE

All allowable expenses must have prior approval through a fully approved CTE application and support high-quality CTE programs of study (POS) in alignment with Perkins V, EDGAR, and UGG.

Perkins

Approved POS from
CCG correlated to priorities

ALLOWABLE:

- Career exploration
- Contracted services
- CTSOs
- Indirect costs (up to 5%)
- Professional development
- Purchased services
- Supplies and materials
- Travel
- Transportation

ALLOWABLE WITH LIMITATIONS & PRIOR APPROVAL:

- Audit expenses
- Equipment (over 5K form needed)
- Food (culinary POS only)
- CTE-specific furniture
- Instructional materials
- Marketing and promotion
- Middle grades career exploration
- Salaries and benefits
- Stipends

NEVER ALLOWED:

- Alcohol
- Bonuses or lobbying
- Contract services covered in the scope of work for CCRB contractors
- Decorations, incentives, and gifts
- Entertainment
- Individual memberships
- Infrastructure improvement
- Land rental and acquisition
- Personal expenses or rewards

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CCG
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