

Capital Outlay Request Form Instructions

The Form is interactive and can be completed on your computer screen. Be as brief and complete with your response as you can be and do not attach any picture, background or supporting materials to these forms. You can provide the support information at the public Legislative Hearing that will be scheduled later.

You will need to complete a Form for each Legislator you will be asking to support your request. You will need to submit three unstapled copies of your request for each Legislator one copy will be forwarded to the Legislative Council Service for the drafting of the Bill for your request, one copy for the Legislator and file copy for the SNMEDD. The name of the Legislator must be clearly identified on the line for the Legislator's Name. The Original Application Form **MUST BE SIGNED BY THE LEGISLATIVE SPONSOR**. Do not worry about getting the Forms signed by the Legislators before you submit the Form. The SNMEDD/COG will get the Forms signed and submitted to the Legislative Council Service. You must also submit 12 copies, 9 stapled, of each request. These copies are provided to the members of the Capital Outlay Subcommittee. All copies must be placed in a 9x12 clasp envelope by project. The clasp envelope must identify the project, the community/entity requesting the project and Legislator(s) through whom the request is being made.

If you are submitting multiple projects please identify the Projects by your priority. On the top left hand corner margin of the request application form please write "Priority ____". Starting with Priority 1 and continuing through your projects.

Please submit your requests to our Office no later than November 20, 2008. They can be mailed or hand delivered to our Office.

**Hubert H. Quintana
SNMEDD/COG
1600 SE Main Street Suite D
Roswell, New Mexico 88203**

We are located on SE Main Street in the office complex just south of the Chaves County Administrative Center on the west side of the street.

If you have any questions please contact me at either (575) 624-6131 or hqsnmedd@plateautel.net.

**Hubert H. Quintana
SNMEDD/COG**