



## How to Submit a Reauthorization Request

- Reauthorization request forms are available online at [https://www.nmlegis.gov/Publications/Capital\\_Outlay/capital\\_outlay\\_reauth\\_form.pdf](https://www.nmlegis.gov/Publications/Capital_Outlay/capital_outlay_reauth_form.pdf)
- The deadline to submit a reauthorization request is 3:00 p.m., Monday, February 13, 2023.
- Hard copies of the form are available from the Legislative Council Service (LCS) office.
- Reauthorization request forms require a sponsor's signature, and must be submitted to the LCS office by the deadline.
- Bring two copies of the signed form to the LCS office. The forms will be date-stamped and one copy of the form will be returned to you.
- For assistance in completing the form contact the LCS Capital Outlay Division at 986-4600.

Reauthorization requests may be submitted for appropriations made in previous years in order to extend the time of expenditure, change, clarify or expand the scope of the project, or to change the administering agency.