



Third Judicial District Attorney State of New Mexico

SUSANA MARTINEZ
District Attorney

201 West Picacho, Suite B
Las Cruces, New Mexico 88005

Phone: (505) 524-6370
Fax: (505) 524-6379

January 14, 2004

Mr. Anthony Armijo, Director
Financial Control Division
Department of Finance & Administration
Bataan Memorial Building, Suite 166
Santa Fe, NM 87503

Dear Mr. Armijo:

Please accept this letter as justification for the expenditures of monies associated with allowing the clients in our Juvenile Pre-Prosecution Diversion Program to participate in an after school program. The clients we work with in our program are at risk, first time offender juveniles who we are trying to divert from the criminal justice system. The after school program we are placing them in offers after school tutoring, mentorship, drug, gang & alcohol related courses and self defense through the martial arts. This letter is being submitted in accordance with the Central Financial Reporting and Accounting System White Paper, published September, 1999.

Constitutional & Statutory Mission:

According to 36-1-18, NMSA, 1978, one of the statutory missions of the District Attorney is to "prosecute and defend for the state in all courts of record of the counties of his district all cases, criminal and civil, in which the state or any county in his district may be a party or may be interested". As a result, District Attorney's Offices are charged with taking cases from all law enforcement agencies, human service agencies, and other involved offices for the purposes of seeking justice. In order for our agency to divert first time offenders from the criminal justice system, a pre-prosecution program is also approved by statute and administered by the District Attorney's Offices. For our agency to run a successful diversion program and successfully divert first time offenders from a life of crime, we are seeking ways to heighten our client's health, civic mindedness, responsibility, productivity and overall self esteem. In turn, our clients success rate in the pre-prosecution diversion program should be much higher.

Public Benefit & Purpose:

The benefit to the public of a successful pre-prosecution diversion program is endless. When an individual is successfully diverted from a life of crime, the criminal justice system is less burdened. More prosecution time is then allocated for career criminals and violent offenders.

Furthermore, the taxpayer dollars are not used to detain these individuals, defend these individuals or for society to take care of these individuals later in life. The benefit to the public of a pre-prosecution diversion program is so important that this program is provided for by statute.

Necessity:

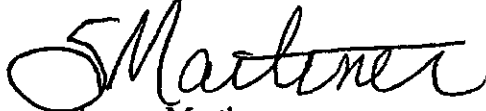
The expenditure for this request will run between \$250 and \$500 per month. The expense depends on the number of clients that this office refers to the "after school" program. The office will be very select in who it refers to this program, referring only the individuals who are in need of this type of assistance in order to move their progress in a successful direction.

Appropriation, Budget & Resources:

The monthly billed amount of the expense incurred in the "after school" program will be taken from the monies this office received from the Southwest Border Grant. This office would like to continue to use this grant for this purpose.

Thank you for your consideration of this request.

Sincerely,

A handwritten signature in cursive script, appearing to read "Susana Martinez".

Susana Martinez
District Attorney

CAS

STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND ADMINISTRATION

Warrant/Voucher Information Sheet

329

VENDOR # 0000026650

DATE 01/29/04

Payee STEEL DRAGON MARTIAL ARTS

\$ 1,350.00



Fund / Agency

934 /253

Document Number

PV25304934120084

B4R

C0D3

B4RC0D3

Steel Dragon Martial Arts
1705 N. Valley Drive
Las Cruces, NM 88005

INVOICE
December 2, 2003

**Set up Fees for 6 Students
for After School Program @ \$125.00
per student.
Includes uniform, equipment, supplies,
handwraps & mouthpiece**

\$750.00

**Steel Dragon Martial Arts
1705 N. Valley Drive
Las Cruces, NM 88005**

INVOICE

**Monthly Fees for 6 Students
for After School Program @ \$50.00
per month per student
December, 2003**

\$300.00

**Steel Dragon Martial Arts
1705 N. Valley Drive
Las Cruces, NM 88005**

INVOICE

**Monthly Fees for 6 Students
for After School Program @ \$50.00
per month per student
January, 2004**

\$300.00

AGENCY CODE 253	DOCUMENT NUMBER 04 - 934 - 120084
DATE Jan-21-2004	BUDGET FY 04
DOCUMENT TOTAL 1,350.00	

STATE OF NEW MEXICO
PAYMENT VOUCHER



EXPIRATION DATE	CONTRACT NUMBER
WARRANT NUMBER	



DO NOT STAPLE BAR CODES

VENDOR CODE 0000026650

VENDOR NAME AND REMITTANCE ADDRESS
STEEL DRAGON MARTIAL ARTS
1705 N VALLEY DRIVE #6
LAS CRUCES, NM 88005-

AGENCY NAME THIRD JUDICIAL DISTR

Page 1 of 1

LN	REFERENCE DOCUMENT				FUND	AGCY	ORG/PRG	APPR UNIT	DIVISION	OBJECT	REVENUE SOURCE	REPT CATG	BALANCE SHEET ACCOUNT	DESCRIPTION	AMOUNT	PF
	CD	AGCY	DOC NUMBER	ACCT LN												
01					934	253	P250	400	1200	4792				MISC. OTHER EXP	1,350.00	

Description: EQUIPMENT, UNIFORMS, SUPPLIES & FEES FOR PPD STUDENTS FOR MARTIAL ARTS

FOR AGENCY USE 01	934	12000000	400	1200	47920000	In#	1,350.00
Agency total...							1,350.00

RECEIVED

JAN 27 2004

FINANCIAL CONTROL

FOR REIMBURSEMENTS
PAYEE SIGN HERE I certify that the above bill is correct and just and that payment therefore has not been received

FOR BOTH TRAVEL AND PURCHASE

X

PREPARED BY: Candace Calzada	DATE 1-21-2004	APPROVAL 1	DATE	APPROVAL 2	DATE
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AGENCY APPROVAL:

I certify that the goods or services were received or rendered, or the travel and related costs were performed or incurred, in accordance with all contractual obligations and State (and if applicable Federal) legislation, rules, and regulations.

AGENCY AUTHORIZED SIGNATURE: Beverlye J. Zubia DATE: 01/26/04

CAS

STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND ADMINISTRATION

Warrant/Voucher Information Sheet

720

VENDOR # 0000026650

DATE 03/09/04

Payee STEEL DRAGON MARTIAL ARTS

\$ 300.00



Fund / Agency

934 /253

Document Number

PV25304934120105

B4R

C0D3

B4RC0D3

Steel Dragon Martial Arts
1705 N. Valley Drive
Las Cruces, NM 88005

INVOICE
February 2, 2004

**February tuition for 6 Students
for After School Program @ \$50.00
per student.**

\$300.00

**DEPARTMENT OF FINANCE AND ADMINISTRATION
FINANCIAL CONTROL DIVISION**

CENTRAL ACCOUNTING SYSTEM DOCUMENT REJECTION TRANSMITTAL

DATE: FEB 4, 2004	FCD AUDITOR: Jolene Gonzales
AGENCY NAME/CODE: 253	PHONE NUMBER: 827-3659
DOCUMENT NUMBER: PV 04-934-120105	

The attached forms were not processed for the reason(s) checked below. If possible, correct the errors on the forms and resubmit them to the Financial Control Division for processing. Please resubmit the corrected forms within seven calendar days of the rejection date. Return this Central Accounting System Document Rejection Transmittal form with the documents resubmitted.

- | | |
|--|--|
| <ul style="list-style-type: none"> 1. <input type="checkbox"/> Approval Signature 2. <input type="checkbox"/> Invalid, Missing, or Incorrect Fund Code 3. <input type="checkbox"/> Invalid, Missing, or Incorrect Agency Code 4. <input type="checkbox"/> Invalid, Missing, or Incorrect Organization Code 5. <input type="checkbox"/> Invalid, Missing, or Incorrect Program Code 6. <input type="checkbox"/> Invalid, Missing, or Incorrect Division Code 7. <input type="checkbox"/> Invalid, Missing, or Incorrect Account Type 8. <input type="checkbox"/> Invalid, Missing, or Incorrect Appropriation Unit Code 9. <input type="checkbox"/> Invalid, Missing, or Incorrect Object Code 10. <input type="checkbox"/> Invalid, Missing, or Incorrect Revenue Source Code 11. <input type="checkbox"/> Invalid, Missing, or Incorrect Balance Sheet Account Code 12. <input type="checkbox"/> Invalid, Missing, or Incorrect Reporting Category Code 13. <input checked="" type="checkbox"/> Computation Error 14. <input type="checkbox"/> Missing Original Invoice or Certified Copy of Invoice 15. <input type="checkbox"/> Missing, Incorrect, or Incomplete Itemized Schedule of Travel Expenses 16. <input type="checkbox"/> Invalid or Missing Vendor Code 17. <input type="checkbox"/> Unmatched or Missing Encumbrance Number 18. <input type="checkbox"/> Payee Address Missing 19. <input type="checkbox"/> Missing Proper Supporting Documentation 20. <input type="checkbox"/> Payee Signature Missing for Reimbursement (Non-travel) | <ul style="list-style-type: none"> 21. <input type="checkbox"/> Incorrect Form Used 22. <input type="checkbox"/> Duplicate, Missing, or Incorrect Document Number 23. <input type="checkbox"/> Insufficient Encumbrance Amount 24. <input type="checkbox"/> Insufficient Budget in Appropriation Unit 25. <input type="checkbox"/> Insufficient Cash Balance 26. <input type="checkbox"/> Unequal Debit and Credit Amounts on Journal Voucher 27. <input type="checkbox"/> Unequal "To" and "From" Amounts on Operating Transfers 28. <input type="checkbox"/> Missing DFA Contract Review or State Budget Division Approval 29. <input type="checkbox"/> Missing Budget Fiscal Year Designation Code 30. <input type="checkbox"/> Missing "Request for Approval to Pay Prior Year Bills from Current Year Budgets" 31. <input type="checkbox"/> Missing Price Agreement, Contract, or Purchase Order Number 32. <input type="checkbox"/> Invalid or Incorrect Price Agreement, Contract, Purchase Order Number or Purchase Document Type 33. <input type="checkbox"/> Document and/or Supporting Documentation not Acceptable for Imaging 34. <input type="checkbox"/> Vendor Name and/or Address does not Match DFA/FCD Vendor File 35. <input type="checkbox"/> Document not Transmitted Electronically 36. <input type="checkbox"/> Missing Cash Entries on Operating Transfer (i.e., Each Fund requires a Debit or Credit Entry) 37. <input type="checkbox"/> Other: |
|--|--|

PREAUDITOR REMARKS: **DFA/FCD CAN NOT PRE-PAY FOR ANY SERVICES, Services must be rendered 3/2/04 Svcs. h/o rendered. Pls. pay.**

REJECTED
FEB 05 2004

FOR AGENCY USE ONLY

Corrected by: _____ (Please Print)

Date: _____

RECEIVED
FINANCIAL CONTROL DIVISION

MAR 05 2004

AGENCY CODE 253	DOCUMENT NUMBER 04 - 934 - 120105
DATE Feb-3-2004	BUDGET FY 04
DOCUMENT TOTAL 300.00	

STATE OF NEW MEXICO
PAYMENT VOUCHER



EXPIRATION DATE	CONTRACT NUMBER
WARRANT NUMBER	



DO NOT STAPLE BAR CODES

VENDOR CODE 0000026650
 VENDOR NAME AND REMITTANCE ADDRESS
 STEEL DRAGON MARTIAL ARTS
 1705 N VALLEY DRIVE #6
 LAS CRUCES, NM 88005-

AGENCY NAME THIRD JUDICIAL DISTR

Page 1 of 1

LN	REFERENCE DOCUMENT				FUND	AGCY	ORG/PRG	APPR UNIT	DIVISION	OBJECT	REVENUE SOURCE	REPI CATG	BALANCE SHEET ACCOUNT	DESCRIPTION	AMOUNT	P/F
	CD	AGCY	DOC NUMBER	ACCT LN												
01					934	253	P250	400	1200	4792				MISC. OTHER EXP	300.00	

JYS

Description FEES FOR PRE-PROSECUTION DIV STUDENTS FOR MARTIAL ARTS TOTAL 300.00

FOR AGENCY USE
 01 934 1200000 400 1200 47920000 In# FEB 2004 300.00
 Agency total 300.00

Left Berenlye Zubia message to encumber for the first of the "BFY 04". Always attach letter of justification

2-4-04 JG

RECEIVED RECEIVED

MAR 05 2004 FEB 04 2004

FINANCIAL CONTROL FINANCIAL CONTROL

REJECTED
 FEB 05 2004
 DFA
 FINANCIAL CONTROL DIVISION

FOR REIMBURSEMENTS
 PAYEE SIGN HERE I certify that the above bill is correct and just and that payment therefore has not been received

FOR BOTH TRAVEL AND PURCHASE

X

PREPARED BY Candace Calzada	DATE 2-3-2004	APPROVAL 1	DATE	APPROVAL 2	DATE
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AGENCY APPROVAL
 I certify that the goods or services were received or rendered, or the travel and related costs were performed or incurred, in accordance with all contractual obligations and State (and if applicable Federal) legislation, rules, and regulations

AGENCY AUTHORIZED SIGNATURE
 X *Candace Calzada* DATE
 2/3/04

CAS

STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND ADMINISTRATION

Warrant/Voucher Information Sheet

1038

VENDOR # 0000026650

DATE 06/04/04

Payee STEEL DRAGON MARTIAL ARTS

\$ 150.00



Fund / Agency

934 253

Document Number

PV25304934120317

B4R

C0D3

B4RC0D3

***Steel Dragon Martial Arts
1705 N. Valley Drive
Las Cruces, NM 88005***

**INVOICE
April 5, 2004**

**March tuition for 3 Students
for After School Program @ \$50.00
per student.**

\$150.00

I hereby certify that this is a true
and correct copy of the original
invoice which has not been paid.

Beverly J. Zubia
Fiscal Division
Third District Attorney's Office

4792.0 = \$150.00

AGENCY CODE 253	DOCUMENT NUMBER 04 - 934 - 120317
DATE Apr-16-2004	BUDGET FY 04
DOCUMENT TOTAL 150.00	

STATE OF NEW MEXICO
PAYMENT VOUCHER



EXPIRATION DATE	CONTRACT NUMBER
WARRANT NUMBER	

DO NOT STAPLE BAR CODES

VENDOR CODE 0000026650

VENDOR NAME AND REMITTANCE ADDRESS

STEEL DRAGON MARTIAL ARTS
1705 N VALLEY DRIVE #6
LAS CRUCES, NM 88005-

AGENCY NAME THIRD JUDICIAL DISTR

Page 1 of 1

LN	REFERENCE DOCUMENT				FUND	AGCY	ORG/PRG	APPR UNIT	DIVISION	OBJEC1	REVENUE SOURCE	REPT CATG	BALANCE SHEET ACCOUNT	DESCRIPTION	AMOUNT	P/F
	CD	AGCY	DOC NUMBER	ACCT LN												
01					934	253	P250	400	1200	4792				MISC. OTHER EXP	150.00	
														TOTAL	150.00	

Jeff

Hi Toby,
Here is a payment voucher for Steel Dragon Martial Arts. The type of entity on the vendor file is a partnership. One of the owner's happens to be a State Employee with the DA in Las Cruces (253).
Thanks, JZubia

Description. MARCH 04 TUITION F

FOR AGENCY USE 01	47920000	In#	150.00
RECEIVED	Agency total .		<u>150.00</u>
APR 21 2004			
FINANCIAL CONTROL			

FOR REIMBURSEMENTS
PAYEE SIGN HERE I certify that the above bill is correct and just and that payment, therefore has not been received

FOR BOTH TRAVEL AND PURCHASE

AGENCY APPROVAL

I certify that the goods or services were received or rendered, or the travel and related costs were performed or incurred, in accordance with all contractual obligations and State (and if applicable Federal) legislation, rules, and regulations

AGENCY AUTHORIZED SIGNATURE: *[Signature]* DATE: *4-16-04*

X

PREPARED BY Beverly Zubia	DATE 4-16-2004	APPROVAL 1	DATE	APPROVAL 2	DATE
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CAS

STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND ADMINISTRATION

Warrant/Voucher Information Sheet

1194

VENDOR # 0000026650

DATE 06/08/04

Payee STEEL DRAGON MARTIAL ARTS

\$ 100.00



Fund / Agency

934 253

Document Number

PV25304934120410

B4R

C0D3

B4RC0D3

Steel Dragon Martial Arts
1705 N. Valley Drive
Las Cruces, NM 88005

JUN -2 11:59

INVOICE
June 1, 2004

May tuition for 2 Students
for After School Program @ \$50.00
per student.

\$100.00

(3532.0)

STATE OF NEW MEXICO
PAYMENT VOUCHER



AGENCY CODE 253	DOCUMENT NUMBER 04 - 934 - 120410
DATE May-7-2004	BUDGET FY 04
DOCUMENT TOTAL 100.00	

EXPIRATION DATE	CONTRACT NUMBER
WARRANT NUMBER	

DO NOT STAPLE BAR CODES

VENDOR CODE 0000026650
 VENDOR NAME AND REMITTANCE ADDRESS
 STEEL DRAGON MARTIAL ARTS
 1705 N VALLEY DRIVE #6
 LAS CRUCES, NM 88005-

AGENCY NAME THIRD JUDICIAL DISTR

Page 1 of 1

LN	REFERENCE DOCUMENT				FUND	AGCY	ORG/PRG	APPR UNIT	DIVISION	OBJECT	REVENUE SOURCE	REPT CATG	BALANCE SHEET ACCOUNT	DESCRIPTION	AMOUNT	P/F
	CD	AGCY	DOC NUMBER	ACCT LN												
01					934	253	P250	300	1200	3532				OTHER PROF. SER	100.00	

gff

Description. APRIL 04 TUITION FOR AFTER SCHOOL PROGRAM TOTAL 100.00

FOR AGENCY USE 01	934	12000000	300	1200	35320000	In#	100.00
Agency total..							<u>100.00</u>

RECEIVED

JUN 04 2004

FINANCIAL CONTROL

FOR REIMBURSEMENTS
 PAYEE SIGN HERE I certify that the above bill is correct and just and that payment therefore has not been received

X _____

PREPARED BY Beverlye Zubia	DATE 5-7-2004	APPROVAL 1 _____	DATE _____	APPROVAL 2 _____	DATE _____
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FOR BOTH TRAVEL AND PURCHASE

AGENCY APPROVAL
 I certify that the goods or services were received or rendered, or the travel and related costs were performed or incurred, in accordance with all contractual obligations and State (and if applicable Federal) legislation, rules, and regulations

AGENCY AUTHORIZED SIGNATURE
 X Beverlye J. Zubia DATE
06/01/04

CAS

STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND ADMINISTRATION

Warrant/Voucher Information Sheet

1198

VENDOR # 0000026650

DATE 06/08/04

Payee STEEL DRAGON MARTIAL ARTS

\$ 100.00



Fund / Agency

934 253

Document Number

PV25304934120480

B4R

C0D3

B4RC0D3

STATE OF NEW MEXICO
PAYMENT VOUCHER



AGENCY CODE 253	DOCUMENT NUMBER 04 - 934 - 120480
DATE Jun-1-2004	BUDGET FY 04
DOCUMENT TOTAL 100.00	

EXPIRATION DATE	CONTRACT NUMBER
WARRANT NUMBER	



DO NOT STAPLE BAR CODES

VENDOR CODE 0000026650
VENDOR NAME AND REMITTANCE ADDRESS
STEEL DRAGON MARTIAL ARTS
1705 N VALLEY DRIVE #6
LAS CRUCES, NM 88005-

AGENCY NAME THIRD JUDICIAL DISTR

Page 1 of 1

LN	REFERENCE DOCUMENT				FUND	AGCY	ORG/PRG	APPR UNIT	DIVISION	OBJECT	REVENUE SOURCE	REPT CATG	BALANCE SHEET ACCOUNT	DESCRIPTION	AMOUNT	P/F
	CD	AGCY	DOC NUMBER	ACCT LN												
01					934	253	P250	300	1200	3532				OTHER PROF. SER	100.00	

JJB

Description: MAY 04 - PROF SRVCS TOTAL 100.00

FOR AGENCY USE 01	934	12000000	300	1200	35320000	In#	100.00	
RECEIVED							Agency total.	<u>100.00</u>
JUN 04 2004								
FINANCIAL CONTROL								

FOR REIMBURSEMENTS
PAYEE SIGN HERE I certify that the above bill is correct and just and that payment therefor has not been received

FOR BOTH TRAVEL AND PURCHASE

X

PREPARED BY Beverlyc Zubia	DATE 6-1-2004	APPROVAL 1	DATE	APPROVAL 2	DATE
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AGENCY APPROVAL:
I certify that the goods or services were received or rendered, or the travel and related costs were performed or incurred, in accordance with all contractual obligations and State (and if applicable Federal) legislation, rules, and regulations

AGENCY AUTHORIZED SIGNATURE
X Beverlyc Zubia DATE 06/02/04

CAS

STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND ADMINISTRATION

Warrant/Voucher Information Sheet

100

VENDOR # 0000026650

DATE 06/30/04

Payee STEEL DRAGON MARTIAL ARTS

\$ 100.00



Fund / Agency

934 253

Document Number

PC25304934012107

B4R

C0D3

B4RC0D3

Vendors: Refer to this document number on your invoice

STATE OF NEW MEXICO
PURCHASE DOCUMENT



DO NOT STAPLE BAR CODES

AGENCY CODE 253	DOCUMENT NUMBER 04 - 934 - 012107
DATE Jun-15-2004	BUDGET FY 04

VENDOR CODE 0000026650
VENDOR NAME AND ORDER ADDRESS STEEL DRAGON MARTIAL ARTS 1705 N VALLEY DRIVE #6 LAS CRUCES, NM 88005-

S H I T P T O	THIRD JUDICIAL DISTRICT ATTY. 201 W. PICACHO, STE. B LAS CRUCES, NM 88005-
-------------------------------------	--

B I L L T O	THIRD JUDICIAL DISTRICT ATTORN 201 W. PICACHO, STE. B LAS CRUCES, NM 88005-
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AGENCY CONTACT BEVERLYE ZUBIA	PHONE NUMBER 505-524-6370
-------------------------------	---------------------------

LN	FUND	AGCY	ORG/PRG	APPR UNIT	DIVISION	OBJECT	AMOUNT
01	934	253	P250	300	1200	3532	100.00
Maximum of six accounting lines per purchase document							TOTAL 100.00

LN	FUND	AGCY	ORG/PRG	APPR UNIT	DIVISION	OBJECT	AMOUNT
1	934	253	12000000	300	1200	35320000	100.00
Requested by:							TOTAL 100.00

RECEIVED
JUN 28 2004
FINANCIAL CONTROL

<input type="checkbox"/>	PURCHASE REQUISITION <small>(BIDS MUST BE REQUESTED FOR ITEMS OVER \$500.00)</small>	BUYER:
RECOMMENDED SOURCE & SPECIAL REMARKS		
<input type="checkbox"/>	ESTABLISH	<input type="checkbox"/> RENEWAL NO _____
<input type="checkbox"/>	CONTRACT, PRICE AGREEMENT, PURCHASE ORDER OTHER THAN PROFESSIONAL SERVICES CONTRACTS: <small>(APPROVED VENDORS MUST BE USED FOR ITEMS UNDER CONTRACT)</small>	
C/P#		EXPIRES
<input type="checkbox"/>	DIRECT PURCHASE ORDER <small>(ONLY VALID FOR PURCHASES \$1,500 AND UNDER)</small>	
<input type="checkbox"/>	EXEMPT FROM NM PROCUREMENT CODE <small>PURSUANT TO SECTION _____ NMSA, 1978</small>	
<input checked="" type="checkbox"/>	EXCLUDED FROM PROCUREMENT THROUGH STATE PURCHASING <small>PURSUANT TO SECTION 13-1-99E NMSA 1978</small>	
<input type="checkbox"/>	FOR ENCUMBERING PURPOSES ONLY <small>REASON _____</small>	

PREPARED BY Beverlye Zubia	DATE 06/15/2004
APPROVAL 1 _____ DATE _____	APPROVAL 2 _____ DATE _____

AGENCY APPROVAL - I certify that the proposed purchase represented by this document is authorized and is made in accordance with all State (and if applicable Federal) legislation, rules and regulations. I further certify that adequate unencumbered cash and expenditure authority exists for this proposed purchase and all other outstanding purchase commitments and accounts payable.

AGENCY AUTHORIZED SIGNATURE: *Beverlye J. Zubia* DATE: 06/15/04

AGENCY CODE 253	DOCUMENT NUMBER 04 - 934 - 012107
DATE Jun-15-2004	BUDGET FY 04

**STATE OF NEW MEXICO
PURCHASE DOCUMENT
CONTINUATION SHEET**

TERMS	
DELIVERY DATE	FOB
BUDGET VERIFIED BY	

Vendors: Refer to this document number on your invoice
Page 1 of 1
Vendor: #0000026650 -STEEL DRAGON MARTIAL ARTS
Purchaser: BEVERLYE ZUBIA, ph: 505-524-6370

AGENCY NAME THIRD JUDICIAL DISTR

COMM LN	QUANTITY	UNIT	COMMODITY CODE	ACCT LN	ARTICLE AND DESCRIPTION	UNIT COST	TOTAL COST
1	1.0000	EA			TO COVER JUNE 04 SERVCS. FOR MARTIAL ARTS/AFTER SCHOOL PROGRAM.	100.00	100.00

**Steel Dragon Martial Arts
1705 N. Valley Drive
Las Cruces, NM 88005**

**INVOICE
July 1, 2004**

**June tuition for 2 Students
for After School Program @ \$50.00
per student.**

\$100.00

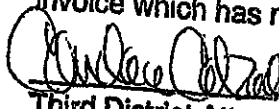
**Testing for 1 Student for Belt Promotion
@ \$40.00 per student.**

\$ 40.00

TOTAL

\$140.00

I hereby certify that this is a true
and correct copy of the original
invoice which has not been paid.


Fiscal Division
Third District Attorney's Office

F404 Bill
Pay Only: \$100.00

\$532.0

AGENCY CODE 253	DOCUMENT NUMBER 05 - 934 - 120002
DATE Jul-10-2004	BUDGET FY 04
	DOCUMENT TOTAL 100.00

STATE OF NEW MEXICO
PAYMENT VOUCHER



EXPIRATION DATE	CONTRACT NUMBER
WARRANT NUMBER	

DO NOT STAPLE BAR CODES

VENDOR CODE 0000026650

VENDOR NAME AND REMITTANCE ADDRESS

STEEL DRAGON MARTIAL ARTS
1705 N VALLEY DRIVE #6

LAS CRUCES, NM 88005-

AGENCY NAME THIRD JUDICIAL DISTR

Page 1 of 1

LN	REFERENCE DOCUMENT				FUND	AGCY	ORG/PRG	APPR UNIT	DIVISION	OBJECT	REVENUE SOURCE	REPT CATG	BALANCE SHEET ACCOUNT	DESCRIPTION	AMOUNT	P/F
	CD	AGCY	DOC NUMBER	ACCT LN												
01	PC	253	04-934-012107	01	934	253	P250	300	1200	3532				OTHER PROF. SER	100.00	F

Description: JUNE TUITION FOR 2 STUDENTS

FOR AGENCY USE	01	PC	253	2004-934-012107	01	934	253	12000000	300	1200	35320000	In#			100.00	F
														Agency total...	<u>100.00</u>	

FOR REIMBURSEMENTS
PAYEE SIGN HERE I certify that the above bill is correct and just and that payment therefore has not been received

FOR BOTH TRAVEL AND PURCHASE

X

PREPARED BY Candace Calzada	DATE 7-10-2004	APPROVAL 1	DATE	APPROVAL 2	DATE
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AGENCY APPROVAL:

I certify that the goods or services were received or rendered, or the travel and related costs were performed or incurred, in accordance with all contractual obligations and State (and if applicable Federal) legislation, rules, and regulations

AGENCY AUTHORIZED SIGNATURE
X *Candace Calzada*

DATE
7/10/04

CAS

STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND ADMINISTRATION

Warrant/Voucher Information Sheet

777

VENDOR # 0000026650

DATE 07/16/04

Payee STEEL DRAGON MARTIAL ARTS

\$ 100.00



Fund / Agency

934 253

Document Number

PV25305934120002

B4R

C0D3

B4RC0D3

**DEPARTMENT OF FINANCE AND ADMINISTRATION
FINANCIAL CONTROL DIVISION
CENTRAL ACCOUNTING SYSTEM DOCUMENT REJECTION TRANSMITTAL**

DATE: 07-15-04 (changed to) FCD AUDITOR Glenda Short
 AGENCY NAME/CODE: 253 105-157-157037 PHONE NUMBER: (505) 827-4713
 DOCUMENT NUMBER: (PV) 05-939-120004 E-MAIL ADDRESS: GSHORT@STATE.NM.US

The attached forms were not processed for the reason(s) checked below. If possible, correct the errors on the forms and resubmit them to the Financial Control Division for processing. Please resubmit the corrected forms within seven calendar days of the rejection date. Return this Central Accounting System Document Rejection Transmittal form with the documents resubmitted.

- | | |
|---|--|
| <ul style="list-style-type: none"> 1. <input type="checkbox"/> Approval Signature 2. <input type="checkbox"/> Invalid, Missing, or Incorrect Fund Code 3. <input type="checkbox"/> Invalid, Missing, or Incorrect Agency Code 4. <input type="checkbox"/> Invalid, Missing, or Incorrect Organization Code 5. <input type="checkbox"/> Invalid, Missing, or Incorrect Program Code 6. <input type="checkbox"/> Invalid, Missing, or Incorrect Division Code 7. <input type="checkbox"/> Invalid, Missing, or Incorrect Account Type 8. <input type="checkbox"/> Invalid, Missing, or Incorrect Appropriation Unit Code 9. <input type="checkbox"/> Invalid, Missing, or Incorrect Object Code 10. <input type="checkbox"/> Invalid, Missing, or Incorrect Revenue Source Code 11. <input type="checkbox"/> Invalid, Missing, or Incorrect Balance Sheet Account Code 12. <input type="checkbox"/> Invalid, Missing, or Incorrect Reporting Category Code 13. <input type="checkbox"/> Computation Error 14. <input type="checkbox"/> Missing Original Invoice or Certified Copy of Invoice 15. <input type="checkbox"/> Missing, Incorrect, or Incomplete Itemized Schedule of Travel Expenses 16. <input type="checkbox"/> Invalid or Missing Vendor Code 17. <input type="checkbox"/> Unmatched or Missing Encumbrance Number 18. <input type="checkbox"/> Payee Address Missing 19. <input type="checkbox"/> Missing Proper Supporting Documentation 20. <input type="checkbox"/> Payee Signature Missing for Reimbursement (Non-travel) | <ul style="list-style-type: none"> 21. <input type="checkbox"/> Incorrect Form Used 22. <input type="checkbox"/> Duplicate, Missing, or Incorrect Document Number 23. <input type="checkbox"/> Insufficient Encumbrance Amount 24. <input checked="" type="checkbox"/> Insufficient Budget in Appropriation Unit <i>not set up 2/6 2004</i> 25. <input type="checkbox"/> Insufficient Cash Balance 26. <input type="checkbox"/> Unequal Debit and Credit Amounts on Journal Voucher 27. <input type="checkbox"/> Unequal "To" and "From" Amounts on Operating Transfers 28. <input type="checkbox"/> Missing DFA Contract Review or State Budget Division Approval 29. <input type="checkbox"/> Missing Budget Fiscal Year Designation Code 30. <input type="checkbox"/> Missing "Request for Approval to Pay Prior Year Bills from Current Year Budgets" 31. <input type="checkbox"/> Missing Price Agreement, Contract, or Purchase Order Number 32. <input type="checkbox"/> Invalid or Incorrect Price Agreement, Contract, Purchase Order Number or Purchase Document Type 33. <input type="checkbox"/> Document and/or Supporting Documentation not Acceptable for Imaging 34. <input type="checkbox"/> Vendor Name and/or Address does not Match DFA/FCD Vendor File 35. <input type="checkbox"/> Document not Transmitted Electronically 36. <input type="checkbox"/> Missing Cash Entries on Operating Transfer (i.e., Each Fund requires a Debit or Credit Entry) 37. <input type="checkbox"/> Other: |
|---|--|

RECEIVED
JUL 16 2004
FINANCIAL CONTROL

PREAUDITOR REMARKS:

Has been corrected.

REJECTED
JUL 16 2004
DFA
FINANCIAL CONTROL DIVISION

FOR AGENCY USE ONLY

Corrected by: Candace Calzada Phone: 505/524-6370 Date: 7/21/04
 (Please Print) Ext. 148

**Steel Dragon Martial Arts
1705 N. Valley Drive
Las Cruces, NM 88005**

**INVOICE
July 1, 2004**

**June tuition for 2 Students
for After School Program @ \$50.00
per student.**

\$100.00

**Testing for 1 Student for Belt Promotion
@ \$40.00 per student.**

\$ 40.00

July Services

TOTAL

\$140.00

I hereby certify that this is a true
and correct copy of the original
invoice which has not been paid.

[Signature] Fiscal Division
Third District Attorney's Office

*F405 Bill
Pay Only: \$40.00*

\$532.0

AGENCY CODE 253	DOCUMENT NUMBER 05 - 157 - 157037
DATE Jul-21-2004	BUDGET FY / DOCUMENT TOTAL 05 / 40.00

STATE OF NEW MEXICO
PAYMENT VOUCHER



EXPIRATION DATE	CONTRACT NUMBER
WARRANT NUMBER	

DO NOT STAPLE BAR CODES

VENDOR CODE 0000026650

VENDOR NAME AND REMITTANCE ADDRESS
STEEL DRAGON MARTIAL ARTS
1705 N VALLEY DRIVE #6
LAS CRUCES, NM 88005-

AGENCY NAME THIRD JUDICIAL DISTR

Page 1 of 1

LN	REFERENCE DOCUMENT				FUND	AGCY	ORG/PRG	APPR UNIT	DIVISION	OBJECT	REVENUE SOURCE	REPT CATG	BALANCE SHEET ACCOUNT	DESCRIPTION	AMOUNT	P/F
	CD	AGCY	DOC NUMBER	ACCT LN												
01					157	253	P250	300	0000	3532				OTHER PROF. SER	40.00	

RECEIVED
JUL 26 2004
FINANCIAL CONTROL

Description: TESTING OF ONE STUDENT FOR PROGRAM TOTAL 40.00

FOR AGENCY USE 01	157	00000000	300	0000	35320000	In#	7/01/04	40.00
Agency total...								<u>40.00</u>

FOR REIMBURSEMENTS
PAYEE SIGN HERE I certify that the above bill is correct and just and that payment therefore has not been received

FOR BOTH TRAVEL AND PURCHASE

AGENCY APPROVAL:
I certify that the goods or services were received or rendered, or the travel and related costs were performed or incurred, in accordance with all contractual obligations and State (and if applicable Federal) legislation, rules, and regulations

AGENCY AUTHORIZED SIGNATURE: X Candace Calzada DATE: 7/21/04

X

PREPARED BY Candace Calzada	DATE 7-21-2004	APPROVAL 1	DATE	APPROVAL 2	DATE
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CAS

STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND ADMINISTRATION

Warrant/Voucher Information Sheet

555

VENDOR # 0000026650

DATE 07/28/04

Payee STEEL DRAGON MARTIAL ARTS \$ 40.00-



Fund / Agency

157 253

Document Number

PV25305157157037

B4R

C0D3

B4RC0D3

CAS

STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND ADMINISTRATION

Warrant/Voucher Information Sheet

315

VENDOR # 0000026650

DATE 09/09/04

Payee STEEL DRAGON MARTIAL ARTS

\$ 200.00



Fund / Agency

157 253

Document Number

PV25305157157114

B4R

C0D3

B4RC0D3

**DEPARTMENT OF FINANCE AND ADMINISTRATION
FINANCIAL CONTROL DIVISION
CENTRAL ACCOUNTING SYSTEM DOCUMENT REJECTION TRANSMITTAL**

DATE: 08-26-04
 AGENCY NAME/CODE: 253
 DOCUMENT NUMBER: (PV) 05-934-160028

FCD AUDITOR Glenda Short
 PHONE NUMBER: (505) 827-4713
 E-MAIL ADDRESS: GSHORT@STATE.NM.US

The attached forms were not processed for the reason(s) checked below. If possible, correct the errors on the forms and resubmit them to the Financial Control Division for processing. Please resubmit the corrected forms within seven calendar days of the rejection date. Return this Central Accounting System Document Rejection Transmittal form with the documents resubmitted.

- 1. Approval Signature
- 2. Invalid, Missing, or Incorrect Fund Code
- 3. Invalid, Missing, or Incorrect Agency Code
- 4. Invalid, Missing, or Incorrect Organization Code
- 5. Invalid, Missing, or Incorrect Program Code
- 6. Invalid, Missing, or Incorrect Division Code
- 7. Invalid, Missing, or Incorrect Account Type
- 8. Invalid, Missing, or Incorrect Appropriation Unit Code
- 9. Invalid, Missing, or Incorrect Object Code
- 10. Invalid, Missing, or Incorrect Revenue Source Code
- 11. Invalid, Missing, or Incorrect Balance Sheet Account Code
- 12. Invalid, Missing, or Incorrect Reporting Category Code
- 13. Computation Error
- 14. Missing Original Invoice or Certified Copy of Invoice
- 15. Missing, Incorrect, or Incomplete Itemized Schedule of Travel Expenses
- 16. Invalid or Missing Vendor Code
- 17. Unmatched or Missing Encumbrance Number
- 18. Payee Address Missing
- 19. Missing Proper Supporting Documentation
- 20. Payee Signature Missing for Reimbursement (Non-travel)

- 21. Incorrect Form Used
- 22. Duplicate, Missing, or Incorrect Document Number
- 23. Insufficient Encumbrance Amount
- 24. Insufficient Budget in Appropriation Unit
- 25. Insufficient Cash Balance
- 26. Unequal Debit and Credit Amounts on Journal Voucher
- 27. Unequal "To" and "From" Amounts on Operating Transfers
- 28. Missing DFA Contract Review or State Budget Division Approval
- 29. Missing Budget Fiscal Year Designation Code
- 30. Missing "Request for Approval to Pay Prior Year Bills from Current Year Budgets"
- 31. Missing Price Agreement, Contract, or Purchase Order Number
- 32. Invalid or Incorrect Price Agreement, Contract, Purchase Order Number, or Purchase Document Type
- 33. Document and/or Supporting Documentation not Acceptable for 2004 Imaging
- 34. Vendor Name and/or Address does not Match DFA/FCD Vendor File
- 35. Document not Transmitted Electronically
- 36. Missing Cash Entries on Operating Transfer (i.e., Each Fund requires a Debit or Credit Entry)
- 37. Other:

RECEIVED
 AUG 26 2004
 FINANCIAL CONTROL

REJECTED
 AUG 26 2004
 DFA
 FINANCIAL CONTROL DIVISION

PREAUDITOR REMARKS: Glenda - I changed the fund & org. for this PV. There should be budget in the new App. Unit.

FOR AGENCY USE ONLY

Corrected by: Juliet Lucero Phone: 524-6370 Date: 8/31/04
 (Please Print)

***Steel Dragon Martial Arts
1705 N. Valley Drive
Las Cruces, NM 88005***

**INVOICE
September 1, 2004**

**August tuition for 4 Students
for After School Program @ \$50.00
per student.**

\$200.00

STATE OF NEW MEXICO
PAYMENT VOUCHER



AGENCY CODE 253	DOCUMENT NUMBER 05 - 157 - 157114
DATE Sep-1-2004	BUDGET FY 05
DOCUMENT TOTAL 200.00	

EXPIRATION DATE	CONTRACT NUMBER
WARRANT NUMBER	

DO NOT STAPLE BAR CODES

VENDOR CODE 0000026650

VENDOR NAME AND REMITTANCE ADDRESS
STEEL DRAGON MARTIAL ARTS
1705 N VALLEY DRIVE #6
LAS CRUCES, NM 88005-

AGENCY NAME THIRD JUDICIAL DISTR

Page 1 of 1

LN	REFERENCE DOCUMENT				FUND	AGCY	ORG/PRG	APPR UNIT	DIVISION	OBJECT	REVENUE SOURCE	REPT CATG	BALANCE SHEET ACCOUNT	DESCRIPTION	AMOUNT	P/F
	CD	AGCY	DOC NUMBER	ACCT LN												
01					157	253	P250	300	0000	3532				OTHER PROF. SER	200.00	

Description: TUITION FOR AFTER SCHOOL PROGRAM FOR 4 PPD STUDENTS TOTAL 200.00

FOR AGENCY USE 01	157	00000000	300	0000	35320000	In#	200.00	
							Agency total	200.00

RECEIVED
SEP 07 2004
FINANCIAL CONTROL

FOR REIMBURSEMENTS
PAYEE SIGN HERE I certify that the above bill is correct and just and that payment therefore has not been received

FOR BOTH TRAVEL AND PURCHASE

X

PREPARED BY Juliet Lucero	DATE 9-1-2004	APPROVAL 1	DATE	APPROVAL 2	DATE
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AGENCY APPROVAL

I certify that the goods or services were received or rendered, or the travel and related costs were performed or incurred, in accordance with all contractual obligations and State (and if applicable Federal) legislation, rules, and regulations

AGENCY AUTHORIZED SIGNATURE
X Juliet Lucero DATE
9/1/04

CAS

STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND ADMINISTRATION

Warrant/Voucher Information Sheet

391

VENDOR # 0000026650

DATE 09/14/04

Payee STEEL DRAGON MARTIAL ARTS \$ 200.00



Fund / Agency

157 253

Document Number

PV25305157157125

B4R

C0D3

B4RC0D3

AGENCY CODE 253	DOCUMENT NUMBER 05 - 157 - 157125
DATE Sep-7-2004	BUDGET FY 05
	DOCUMENT TOTAL 200.00

STATE OF NEW MEXICO
PAYMENT VOUCHER



EXPIRATION DATE	CONTRACT NUMBER
WARRANT NUMBER	

DO NOT STAPLE BAR CODES

VENDOR CODE 0000026650

VENDOR NAME AND REMITTANCE ADDRESS
STEEL DRAGON MARTIAL ARTS
1705 N VALLEY DRIVE #6
LAS CRUCES, NM 88005-

AGENCY NAME THIRD JUDICIAL DISTR

Page 1 of 1

LN	REFERENCE DOCUMENT				FUND	AGCY	ORG/PRG	APPR UNIT	DIVISION	OBJECT	REVENUE SOURCE	REFT CATG	BALANCE SHEET ACCOUNT	DESCRIPTION	AMOUNT	P/F
	CD	AGCY	DOC NUMBER	ACCT LN												
01					157	253	P250	300	0000	3532				OTHER PROF. SER	200.00	
														TOTAL	200.00	

Description: TUITION FOR 4 STUDENTS FOR PPD PROGRAM

FOR AGENCY USE 01	157	00000000	300	0000	35320000	In#	200.00	
							Agency total...	<u>200.00</u>

RECEIVED

SEP 10 2004

FINANCIAL CONTROL

FOR REIMBURSEMENTS
PAYEE SIGN HERE I certify that the above bill is correct and just and that payment therefore has not been received

FOR BOTH TRAVEL AND PURCHASE

X

PREPARED BY Juliet Lucero	DATE 9-7-2004	APPROVAL 1	DATE	APPROVAL 2	DATE
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AGENCY APPROVAL

I certify that the goods or services were received or rendered, or the travel and related costs were performed or incurred, in accordance with all contractual obligations and State (and if applicable Federal) legislation, rules, and regulations.

AGENCY AUTHORIZED SIGNATURE
X Juliet Lucero

DATE
9/7/04