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| **Packet Material Due Dates** |
| **Finance Committee 2021 Meeting** | **Agenda Caption AND packet materials due (by end of day)** | Agenda and Packet posted |
| January 4 | December 16 | December 30 |
| January 19  | January 6 | January 13 |
| February 01 | January 20 | January 27 |
| February 15 | February 3 | February 10 |
| March 1 | February 17 | February 24 |
| March 22 | March 10 | March 17 |
| April 5 | March 24 | March 31 |
| April 19 | April 7 | April 14 |
| May 3 | April 21 | April 28 |
| May 17 | May 5 | May 12 |
| June 1 | May 19 | May 26 |
| June 21 | June 9 | June 16 |
| July 6 | June 23 | June 30 |
| July 19 | July 7 | July 14 |
| August 2 | July 21 | July 28 |
| August 16  | August 4 | August 11 |
| August 30 | August 18 | August 25 |
| September 20 | September 8 | September 15 |
| October 4 | September 22 | September 29 |
| October 18 | October 6 | October 13 |
| November 1 | October 20 | October 27 |
| November 29 | November 17 | November 19 |

**Caption Format:**

Request for the Approval of (*Type of Agreement*) in the Total Amount of $(*Amount*) for (*Type of Service or Product*). (*Contractor or Vendor/Agency Name*); (*Staff name, title or position: email address, telephone #*)

**E-packet Material Requirements:**

* Memo with Munis Contract # included
* Contract signed by legal and vendor
* copies of applicable contracts, amendments, and/or change orders
* approved summary of contract form (budget and purchasing)
* budget adjustment requests (signed)
* procurement checklist (signed)
* any other useful or informative document

Contract threshold amount changed from $60K to $200K.  The City Manager can now sign contracts up to $200K.  Only if the total amount of the contract is greater than $200K will it need to go to Council for approval.

Remember, staff must now submit their items directly in PrimeGov. [Here is a training video](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsantafenm-gov.zoom.us%2Frec%2Fshare%2F5TAQzSlpMyI4bbioLouh8VwwWt047LMUXtls1hlDHoI_2Dq6whNObqLe7cr74wQf.TirGTDRBHzXdstbP%3FstartTime%3D1600286916000&data=04%7C01%7Cclroibal%40santafenm.gov%7C045c9da2dc8543880de408d8750f2463%7C77b69f5a55ed436386164867b0bc707f%7C0%7C0%7C637388055241888105%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=vIiGvALogv0gKMdo2Vl%2Fek%2Fb6JraM8yPrQSEQFTB73U%3D&reserved=0) for how to do that (passcode: o4#S$.ns). Please see the Finance Committee Planner above for details on what to include and to plan for future submissions

If you have questions regarding the Finance Committee, please contact me at clroibal@santafenm.gov. or 505.629.3063.

If you have questions regarding PrimeGov, please contact Jesse Guillen (jbguillen@santafenm.gov) or Jeff Norris (jtnorris@santafenm.gov).