


City of Santa Fe, New Mexico

memo

DATE: February 12, 2026

TO: Human Resources Department. Sarah Bolleter-Gonzales

VIA: Eric Candelaria, ITT Director 
Eric Candelaria (Feb 16, 2026 16:15:42 MST)

FROM: James Edwards, ITT Procurement Coordinator

RE: ITT ERP Project funds transfer.

SUMMARY:

A significant amount was budgeted for the ERP project in HR, but the expenses were actually paid from ITT. This amount includes the \$500,000 original allocation to HR ERP in FY23, less the \$64,469 spent in FY23 and \$26,862 spent in FY24, for a total increase of \$408,669. We are seeking to move this amount into the main ITT ERP project to assure that the project budget is properly allocated

Action Requested:

Transfer funds from HR ERP funds transfer to ITT ERP project budget.

Account Inquiry [CITY OF SANTA FE]

Account

Fund	325	SPECPROJ	Acct	325-10-30-3010-231-00-000-510340-
Org	3250231	HR ERP	Acct name	Other Consulting
Object	510340	Oth Cnsltg	Type	Expense
Project	...		Rollup	...
			Sub-Rollup	...
			<input type="checkbox"/> MultiYr Fund	

4 Year Comparison Current Year History 4 Year Graph History Graph

Yr/Per 2026/01	Fiscal Year 2026	Fiscal Year 2025	Fiscal Year 2024
Original Budget	.00	.00	.00
Transfers In	.00	.00	300,000.00
Transfers Out	.00	.00	.00
Revised Budget	.00	.00	300,000.00
Actual (Memo)	.00	.00	26,862.12
Encumbrances	.00	.00	.00
Requisitions	.00		
Available	.00	.00	273,137.88
Percent used	.00	.00	8.95

Account Inquiry [CITY OF SANTA FE]

Account

Fund 325 SPECPROJ
Org 3250231 HR ERP
Object 510340 Oth Cnsltg
Project 

4 Year Comparison

Current Year



Fiscal Year 2023

Original Budget	500,000.00
Transfers In	.00
Transfers Out	.00
Revised Budget	500,000.00
Actual (Memo)	64,469.10
Encumbrances	.00
Available	435,530.90
Percent Used	12.89












408k Justification Memo

Final Audit Report


2026-02-23

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