


City of Santa Fe, New Mexico

memo

DATE: February 2, 2026

TO: Budget Department

VIA: Eric Candelaria, ITT Director 
Eric Candelaria (Feb 25, 2026 15:16:03 MST)

FROM: James Edwards, ITT Procurement Coordinator

RE: ITT Department

SUMMARY:

Request for Budget Amendment Request (BAR) in the Amount of \$241,200.00 to Transfer One-Time Funding in FY26 from ITT GRT to ITT ERP to Offset Funds That Were Transferred Out of ITT.

Action Requested:

Transfer funds from ITT GRT to ITT ERP.

241k Memo

Final Audit Report

2026-02-25

Created:	2026-02-25
By:	JAMES EDWARDS (jwedwards@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAATa_LCEdrbH5kP3Uvrsw0iyQmIR1DHfqH

"241k Memo" History

-  Document created by JAMES EDWARDS (jwedwards@santafenm.gov)
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Log # {Finance use <u>only</u> }:	
Journal # {Finance use <u>only</u> }:	

City of Santa Fe, New Mexico BUDGET AMENDMENT REQUEST (BAR)

DEPARTMENT / DIVISION NAME				DATE	
				2/4/2026	
ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				<i>{enter as <u>positive</u> #}</i>	<i>{enter as <u>negative</u> #}</i>
ITT (GRT) Other Consulting	3653501	510340			(241,200)
ITT (GRT) Transfer Out to 325	3653501	760325		241,200	
ERP service Contracts	3253950	510310		241,200	
REVENUES				<i>{enter as <u>negative</u> #}</i>	<i>{enter as <u>positive</u> #}</i>
ERP Operating Trabsfer in from 365	3253950	660365		(241,200)	
JUSTIFICATION: <i>(use additional page if needed)</i> --Attach supporting documentation/memo				\$ 241,200	\$ (241,200)

Transferring in money to offset funds that were transferred out of ITT.	<i>{Complete section below if BAR results in a net change to ANY Fund}</i>
	Fund Balance
	Fund(s) Affected Increase/(Decrease)
	TOTAL: 0

<u>JAMES EDWARDS</u> <small>JAMES EDWARDS (Feb 10, 2026 10:43:27 MST)</small>	02/10/2026	<small>{Use this form for Finance Committee/ City Council agenda items ONLY}</small>	<i>Andy Hopkins</i>	02/10/2026	
Prepared By <i>{print name}</i>	Date	CITY COUNCIL APPROVAL	Budget Officer	Date	
Division Director Signature <i>{optional}</i>	Date		<input type="text"/>	<i>Andrea Phillips</i> <small>ANDREA PHILLIPS (Feb 12, 2026 16:08:26 MST)</small>	02/12/2026
<u>Eric Candalaria</u> <small>Eric Candalaria (Feb 10, 2026 08:53:36 MST)</small>	Date		<input type="text"/>	Finance Director <i>{≤ \$5,000}</i>	Date
Department Director Signature	Date	<input type="text"/>	<i>Brian Wojta</i> <small>BRIAN WOJTA</small>	City Manager <i>{≤ \$60,000}</i>	Date

Signature:

Email: eagomez@santafenm.gov