

See below for FY21 reimbursement eligibility by category. For items requiring committee approval, please use the Application for Reimbursement form. *An application is now required only for items over \$500.* It is recommended that you complete this process **before you buy**, so that you (and your municipality) will know which costs are eligible for reimbursement. Items listed with a “Yes” under eligibility may be submitted for reimbursement without any additional steps; send the required documentation via the usual reimbursement request process. Required forms and additional information are available on our website:

<https://municipal.nmcourts.gov/court-resources.aspx>

Please note: This list, as well as committee approval, are not a guarantee of reimbursement. As always, reimbursement is contingent upon the court's continued compliance with program requirements and continued availability of funds, and is subject to additional approvals by the Administrative Office of the Courts (AOC) and the Department of Finance and Administration (DFA).

Category	Sub-category	Eligibility for Reimbursement	Comments and Not to Exceed (NTE) limits where applicable
Hardware	Server or court share of city-wide server (over 5 users)	Requires committee approval *	Up to \$8,000
	Server or court share of city-wide server (2-5 users)	Requires committee approval *	Up to \$6,000
	Workstation as server (1-2 users)	Requires committee approval *	Up to \$2,000
	Desktop PCs	Requires committee approval *	Up to \$1,000 (excluding monitor & software)
	Laptop PCs	Requires committee approval *	Up to \$1,500 (excluding software)
	Services – One time server setup labor (IT not CMS vendor costs)	Requires committee approval *	Up to \$1,800 (includes IT services but not CMS vendor costs)
	Services – One time computer setup (or reset/upgrade) labor	Requires committee approval *	Up to \$300 per workstation (includes IT services but not CMS vendor costs)
	Established (and previously reimbursed) services – Recurring – Managed IT services	Yes, with NTE limit	Up to \$75/month per “primary” workstation or user
	New Recurring Services – Managed IT services	Requires committee approval *	Up to \$75/month per “primary” workstation or user
	Supplies (keyboard/mouse, etc.) and consumables (toner/ink)	Requires committee approval *	
Software	CMS (Case Management System) – new installations, upgrades & conversions, new contracts	Requires committee approval *	
	Recurring subscriptions for CMS, Office, anti-virus (existing contracts)	Yes	
	One-time software purchase (Office, anti-virus, backups)	Requires committee approval *	

Category	Sub-category	Eligibility for Reimbursement	Comments and Not to Exceed (NTE) limits where applicable
Maintenance	Case Management System (CMS) maintenance and support (existing contracts)	Yes	
	Case Management System (CMS) maintenance and support (new contracts or upgrades)	Requires committee approval *	
Training	July user group/vendor training in Albuquerque	Yes	Hotel and meals/per Diem for one night/day (no mileage)
	Out-of-State Travel (e.g., training, vendor or other conferences)	No	
	For new CMS installations, upgrades/conversions	Requires committee approval *	
Internet/Email and Telecom Services	New equipment, new contracts, upgrades	Requires committee approval *	
	Telecom lines and service for fax & Internet (existing contracts)	Yes, with NTE limit	Up to \$200 per month per court for all combined line & Internet costs
Fax Equipment	Dedicated fax machines	Requires committee approval *	
Copier	Equipment purchase	Requires committee approval *	
	Recurring lease/meter/service	Yes, with NTE limit	Up to \$300 per month per court for combined lease & meter costs (all copiers)
Furniture	Desks, chairs, filing cabinets, bookcases	No	
Security/Video Arraignment Systems	T-1/fiber monthly service for video arraignment	Only for courts already on JID system	No new courts/services will be covered
	Recurring alarm monitoring service	Only for existing contracts that were previously reimbursed	No new courts/services will be covered
	Security equipment/service (panic buttons, surveillance cameras & DVRs, repair, replacement)	No	
	Shredders/shredding service	No	
Automation Committee	Meeting travel for committee members	Yes	

* Application required only for purchases over \$500.