



MICHELLE LUJAN GRISHAM,  
*Governor*

MARIANA PADILLA,  
*Secretary of Public Education*

KENDRA KARP,  
*Interim Director*

## **Notice to Vendors doing business with the New Mexico Division of Vocational Rehabilitation (NMDVR)**

NMDVR values the business relationship we have with you and wants you to get paid timely. As a state agency and federally funded program, NMDVR is required to ensure accurate payment documentation is provided to support payment of invoices. To maintain this requisite, the below payment parameters will go into effect **July 1, 2025**.

**Goods and Services must not be rendered until the vendor has received a valid, signed, and dated authorization from NMDVR. The NMDVR will not be responsible for payment of claims or invoices for any services provided without authorization. Vendors are required to submit billing on a monthly basis following the completion of services.**

Payments will not be made until the goods and services have been rendered and required invoices, receipts and supporting documentation are received and services are verified. The NMDVR is not responsible to pay claims or invoices submitted more than 90 days after the services are completed. The 90-day compliance will be strictly enforced.

All invoices must be received by NMDVR no later than fifteen (15) calendar days after the termination of the Fiscal Year (06/30) in which the services were delivered. Invoices received after such date WILL NOT BE PAID.

Also, please note that State of New Mexico warrants are valid for one year from the distribution date. After that initial year has passed, the check will be voided and will not be reissued. Please make sure NMDVR has the correct address listed for vendor payments to ensure delivery.

We appreciate your compliance with the matter and look forward to continuing our partnership. For questions regarding invoicing please contact your regular NMDVR Staff or email [DVR-AccountsPayable@dvr.nm.gov](mailto:DVR-AccountsPayable@dvr.nm.gov) for assistance.

**\*\*This notice does not apply to those vendors who provide Medical Evidence of Record (MER) and/or conduct Consultative Examinations (CEs) on behalf of the New Mexico Disability Determination Services (DDS).**