

# FY 2005 CAPITAL BUDGET

## *Submission Checklist*

### Submission of the Capital Budget Request, due by October 15, 2003:

- X ♦ Transmittal cover letter signed by Agency Head
- X ♦ Project Summary Chart of projects in rank order
- X ♦ Capital project descriptions for each requested project (Project Justification MUST include comments pertaining to land use goals)
- X ♦ Land Use Supplemental Questionnaire (for new projects only)
- X ♦ Electronic submission by October 15, 2003

### Capital Budget Request Distribution (original plus six bound hard copies)

Jennifer W. Davis Office of the Budget D570E Thomas Collins Building, Suite 5 Dover, DE 19901	1 original w/cover transmittal letter signed by agency head and 3 hard copies (bound)
Gloria Wernicki Homer Secretary, Department of Administrative Services Margaret O'Neill Bldg. D340A Dover, DE 19901	1 hard copy (bound)
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**Agency/Department must deliver copies to the proper locations listed above.  
The Office of the Budget will not be responsible for delivery.**

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