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

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

Thomas M. Jarrett
Department of Technology and Information
William Penn Bldg. D410
Dover, DE 19904
1 hard copy (bound)

Russell T. Larson
Office of the Controller General
Legislative Hall D580A
Dover, DE 19901
1 hard copy (bound)

Agency/Department must deliver copies to the proper locations listed above. The Office of the Budget will not be responsible for delivery.

Jenifer.Vaughn@state.de.us
1 electronic copy (email attachment)