FY 2005 OPERATING BUDGET

Submission Checklist

N/A Organizational Structure Changes (to Fiscal & Policy Analyst) by October 1, 2003

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

X Transmittal cover letter signed by Agency Head

X List of potential reductions amounting to two percent of Fiscal Year 2004 appropriation, less One-Time Items

X List of potential additional budget items above final request amounting to two percent of Fiscal Year 2004 appropriation, less One-Time Items

X Complete department-wide ranking of all funding requests over and above the base budget

X BDIS reports

N/A Information System Business Case Summary

X Narratives: Department, APU and IPU Summaries

X BUD 500/Health Care Reconciliation

X Position Control Worksheets

X Electronic submission (narratives only) by October 15, 2003

Operating Budget Request Distribution (original plus six bound hard copies)

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1 original w/cover transmittal letter signed by agency head and
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