

FY 2006 OPERATING BUDGET

Submission Checklist

N/A Organizational Structure Changes (*to Fiscal & Policy Analyst*) by **October 1, 2004**

Submission of the Budget Request is due by October 15, 2004:

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| 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 |
| N/A | ◆ List of potential additional budget items above final request amounting to two percent of Fiscal Year 2005 appropriation, less One-Time Items – Any additional resources would be targeted toward our Capital Program |
| 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) |

Operating 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
	2	hard copies (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	2	hard copies (bound)

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

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