

## FY 2017 Budget Request Checklist for LFO

### Post Secondary Institutions

By November 2, 2015, please send a copy of the Budget Request, **as well as any revised or corrected versions**, to the Legislative Fiscal Office (LFO) using the following dedicated email address: [budget.requests@lfo.state.al.us](mailto:budget.requests@lfo.state.al.us).

### State Agencies

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DOCUMENT	DESCRIPTION
Agency Program Analysis (to be submitted if applicable)	<input type="checkbox"/> Analysis and information about <b>new, expanded, or discontinued major programs or services</b> .
ABUD-REQ-004 Increase-Decrease Worksheet	<input type="checkbox"/> Itemized explanation of agency increases and decreases
ABUD-REQ-001 Budget Request Forms and Error Report	Includes: <ul style="list-style-type: none"> <li><input type="checkbox"/> Form 1</li> <li><input type="checkbox"/> Form 2</li> <li><input type="checkbox"/> Form 3</li> <li><input type="checkbox"/> Form 5</li> <li><input type="checkbox"/> Form 6</li> <li><input type="checkbox"/> Error Report</li> </ul>
OIT Form 7	Information Technology Request  Includes the following worksheets: <ul style="list-style-type: none"> <li><input type="checkbox"/> Coversheet</li> <li><input type="checkbox"/> Other IT Budget</li> <li><input type="checkbox"/> Proj 01 (and, if applicable, Proj 02 – Proj 10)</li> <li><input type="checkbox"/> Total IT</li> </ul>