

**Division Summary of Items to submit to Budger Planning and Analysis
Required Submissions for the 2007-09 Recommended State Budget.**

| Division submissions and due dates to BPA | Where to Enter Data | Where to Find Forms |
|--|---|---|
| Continuation Budget- All items due by September 20, 2006 | | |
| Explanation of Increases/Decreases Schedule | Excel spreadsheet Attachment 8 | http://www.osbm.state.nc.us/osbm/inst0709.html |
| Equipment Purchase Schedule -If Applicable | Excel spreadsheet Attachment 9 | http://www.osbm.state.nc.us/osbm/inst0709.html |
| Motor Vehicle Purchase Schedule -If Applicable | Excel spreadsheet Attachment 10 | http://www.osbm.state.nc.us/osbm/inst0709.html |
| Other Vehicle Purchase Schedule-If Applicable | Excel spreadsheet Attachment 11 | http://www.osbm.state.nc.us/osbm/inst0709.html |
| Format for Building Reserve- If Applicable | Excel spreadsheet Attachment 12 | Divisions will create attachment 12. |
| Lease Schedule-If Applicable | Excel spreadsheet Attachment 13 | http://www.osbm.state.nc.us/osbm/inst0709.html |
| Inflationary Schedule (food, water,etc.) If Applicable | Excel spreadsheet Attachment 14 | http://www.osbm.state.nc.us/osbm/inst0709.html |
| Gasoline Schedule - If Applicable | Excel spreadsheet Attachment 15 | http://www.osbm.state.nc.us/osbm/inst0709.html |
| Results-Based Budgeting- All Items due by October 3,2006 | | |
| Mission and Goals | Word Document | BPA will send Div. Director and B.O. Template |
| Fund Purpose Statement | Word Document | BPA will send Div. Director and B.O. Template |
| Service Statement and Analysis | Word Document | BPA will send Div. Director and B.O. Template |
| Measures | Word Document | BPA will send Div. Director and B.O. Template |
| Expansion Budget- All Items due by October 3, 2006 | | |
| Division Summary List of Expansion | Excel spreadsheet Attachment 1 | http://www.osbm.state.nc.us/osbm/inst0709.html |
| Worksheet II Expansion Budget Request | Excel spreadsheet Attachment 2 | http://www.osbm.state.nc.us/osbm/inst0709.html |
| Business Case Documents for Equipment Lease or Install Purchase | Excel spreadsheet Attachment 3 | http://www.osbm.state.nc.us/osbm/inst0709.html |
| Information Technology Expansion request \$100,000 or more | PPM Tool and/or IT Project Info. Template | IT Project Template will be sent to each division BO . Call Dept. IT Division for PPM tool license information |
| Draft Infor. Tech Exp. request due to IT and BPA on Sept. 18, 2006 | IT Project Information Template | IT Project Template will be sent to each Division B.O. |
| Capital Improvement Budget Request- All items due by Sept. 18, 2006 | | |
| Worksheet III-C- Summary (Div. Prioritized list of all Capital Request) | Excel spreadsheet Attachment 8 -C Sum. | http://www.osbm.state.nc.us/osbm/inst0709.html |
| Worksheet III-C- Div Capital Budget Request | Excel spreadsheet Attachment 8 CI Request | http://www.osbm.state.nc.us/osbm/inst0709.html |
| Repair and Renovation Request- All items due Sept. 18, 2006 | | |
| Worksheet III-R Summary (Div. Prioritized list of all R&R projects) | Excel spreadsheet Attachment 8 -R Sum. | http://www.osbm.state.nc.us/osbm/inst0709.html |
| Worksheet III-R Repair & Renovation Request. | Excel spreadsheet Attachment 8 R- Request | http://www.osbm.state.nc.us/osbm/inst0709.html |
| OC-25 for each Capital Budget and R&R request \$100,000 and Greater | PDF file or Word Document | http://www.nc-sco.com/Forms/Alpha_All_Forms.htm |
| FCAP Report (Pertinent Pages for R&R request in the 07-09. | PDF file or Word Document | http://www.nc-sco.com/Forms/Alpha_All_Forms.htm |