Request for Appropriation
(See instructions on reverse side and JR4-3-101 through 201)

SECTION I - To be completed by requesting legislator

Name: Senator/Representative ______________________ Date ____________________

Funding Request Name ________________________________

Description of Funding Item __________________________

Agency through which funds would be administered ______________________

What is the statewide public purpose?* ________________________________

Amount Requested: $ ____________________________

_____ General Fund  _____ Educ. Fund  _____ Transp. Fund  _____ Other:

_____ FY17 (One-time)  _____ FY18 (One-time)  _____ FY18 (Ongoing)  _____ Nonlapsing

Project Contact Information:  
Name __________________________
Title __________________________
Organization ____________________
Phone # _________________________
Email __________________________

Appropriations Committee Recommendation __________________________

Please attach any supporting documentation.

*All appropriations must be made to state agencies. State agencies must follow state procurement laws which require competitive bids, requests for proposal, or sole source determination.

SECTION II - To be completed by Legislative Fiscal Analyst's office

Entered on ________________ Entered by ___________ initials ________________
Instructions

Request for Appropriation

1. Completed forms must be filed with the Legislative Fiscal Analyst by noon of the 11th day of the general session (JR4-3-101).

2. Requesting legislators complete Section I and return the form to the Office of the Legislative Fiscal Analyst.

3. The Legislative Fiscal Analyst will enter your request into the online system and complete Section II.

4. The Request for Appropriation will be assigned to a subcommittee by the appropriate co-chair (House or Senate depending on membership of the sponsor) of the Executive Appropriations Committee using the online system.

5. Working with the co-chairs of the assigned subcommittee, staff will schedule the request for an appropriations meeting and note that meeting date in the online system.

NOTE: Appropriations subcommittee co-chairs have the option of when to schedule hearings. However, all hearings should be completed in time for actions to be included in the final report to the Executive Appropriations Committee.

(Revised 10/2016)