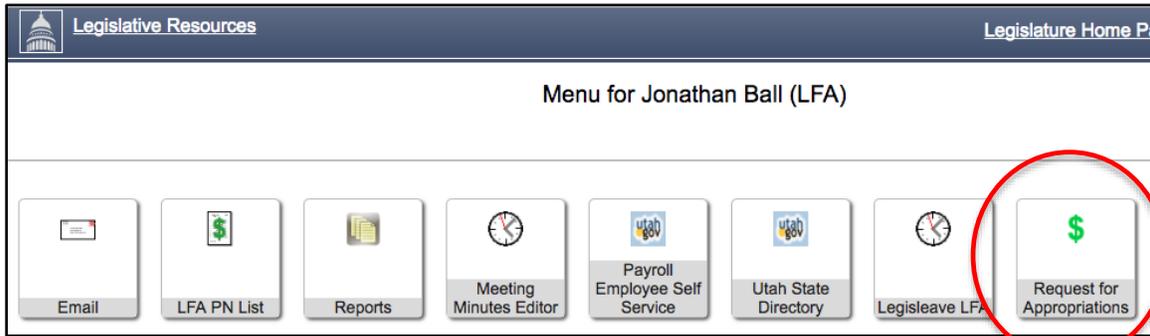


Online Requests for Appropriation Instructions

1. Go to s.le.utah.gov or le.utah.gov/lego and sign-in with your network username and password.



2. Click "Request for Appropriation" from the menu.



3. Choose your name from the "Enter For" menu. A list of your current requests will appear. If you have not yet requested an item, the words "none found" will appear. Click "New Request".



4. A blank form appears. Complete all fields and click the “Submit Request” button. **IMPORTANT:** Before exiting please assure that your new request appears on your list of appropriations requests. If it does not, an error has occurred and the RFA has not been submitted. Contact LFA.

Request for Appropriation (2016 General Session)
(See [JRM-3-101](#) through [201](#))

Funding request name

Description of funding item*

Agency through which funds would be administered**

What is the statewide public purpose?

Funding Sources

Fund Name	2016 (One time)	2017 (One time)	2017 (Ongoing)	Nonlapsing	
<input type="text" value="--"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="--"/>	Add Source Remove

Project Contact Information

Name

Title

Organization

Phone #

Email

Committee Recommendation

Appropriations Committee

Supporting Documentation (itemized budgets, statement of proposed goals, measures of success etc.)

no file selected

*Please describe the need addressed or benefit achieved for the State of Utah as a whole through this funding request.
**All appropriations must be made to state agencies. State agencies must follow state procurement laws that require competitive bids, request for proposal, or sole source determination.
If you have any questions regarding this form, please contact the Legislative Fiscal Analyst's office at (801) 538-1034.

5. Note that the “Funding Request Name” and “Description of Funding Item” as well as “Funding Sources” will appear on-line in the Compendium of Budget Information. Please fill these fields accordingly. Please also use proper grammar, punctuation, and capitalization.

As alternatives to the online application, please feel free to use the RFA paper form; call Greta, Debbie, or Sally at 801-538-1034; email grodebush@le.utah.gov, dbenson@le.utah.gov, or sthompson@le.utah.gov; or contact anyone on LFA staff for assistance.