About the Instructions

Instructions provide guidance on:

- Budget request basics, such as submittal components and format requirements
- Creation of decision package and Recommendation Summary documents
- Items to include in carry-forward, maintenance, and performance levels
- Allocating maintenance level subtotals and performance level decision packages to activities
- Performance measure and activity description submittal requirements
- Linking of operating and capital budgets
- Maintenance level, revenue, and other coding requirements
- Additional information requirements for technology portfolios
- Development of good cost estimates

Additional Budget Instructions and requirements not included in this document:

- 2015-2025 Capital Plan Instructions
  - Higher Education Capital Project Evaluation System
- 2015-17 Higher Education Operating Budget Instructions Addendum
- 2015-17 Transportation Operating Budget Instructions Addendum
- Strategic Plan Guidelines
- Activity Inventory Guidelines
- Performance Measure Guidelines
- Glossary of Terms
- Forms

All budget-related materials are available at: Budget Instructions.

Timeline of 2015-17 budget development events

For general planning purposes, use this timeline of the major budget events.

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<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>June</td>
<td>Predesign requests due to OFM</td>
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<tr>
<td>Late July</td>
<td>Requests to update agency Activity Inventory due to OFM no later than July 31.</td>
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<tr>
<td>Early September</td>
<td>Agency capital and operating budgets due (See Appendix A-1)</td>
</tr>
<tr>
<td>August – November</td>
<td>Budget review by OFM and the Governor</td>
</tr>
<tr>
<td>November – December</td>
<td>Final budget decisions</td>
</tr>
<tr>
<td>Early January 2015</td>
<td>2015 Legislative Session</td>
</tr>
<tr>
<td>July 1, 2015</td>
<td>2015-17 Biennium Begins</td>
</tr>
</tbody>
</table>