



**Division of  
the Budget**

ANDREW M. CUOMO  
Governor

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Director of the Budget

**MEMORANDUM**

**TO: ALL STATE DEPARTMENT AND AGENCY  
FISCAL OFFICERS**

**August 16, 2016**

**FROM: Alan P. Lebowitz**

**SUBJECT: 2017-18 Budget Request Manual**

The Division of the Budget has updated the Budget Request Manual for the 2017-18 Budget as follows:

- **Item 2, *General Instructions and List of Schedules*:** Item 2 is updated to:
  - indicate that agencies are now required to include final versions of any source spreadsheets used to generate the Budget Request schedules included in their Agency Budget Request submission; and
  - reflect the deletion of Item 8, *Installment Purchase Financing*.
- **Item 8, *Installment Purchase Financing*:** Item 8 is deleted from the Manual, as requests for Installment-Purchase Financing are no longer being accepted. However, directions for executing previously approved Installment-Purchase Financing agreements continue to be available in Budget Policy and Reporting Manual Item H-101.

The updated Budget Request Manual is available on the Budget Division's website, (<http://www.budget.ny.gov/guide/brm/index.html>). Agencies are reminded to notify DOB by e-mail to [BudgetRequests@budget.ny.gov](mailto:BudgetRequests@budget.ny.gov) once all Budget Request documents have been uploaded to SharePoint.

Further guidelines, including the deadline for submitting 2017-18 Agency Budget Requests, will be forthcoming in the Budget Director's annual Call Letter to Agency Heads.

Please direct any questions on budget requests to your budget examiner.

cc: All Budget Examiners