



**Division of
the Budget**

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MEMORANDUM

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

August 24, 2020

FROM: Robert F. Mujica Jr. 

SUBJECT: 2021-22 Budget Request Manual

There are no changes to the Budget Request Manual for the 2021-22 Fiscal Year other than de minimis revisions to Items 2, 10, 11, and 17.

Guidelines, including the deadline for submitting 2021-22 agency budget requests, will be forthcoming in the Budget Director's annual Call Letter to Agency Heads.

The 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 once all Budget Request documents have been uploaded to SharePoint.

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

cc: All Budget Examiners