



**STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT**


PAT MCCRORY
GOVERNOR

LEE HARRISS ROBERTS
STATE BUDGET DIRECTOR

January 29, 2016

MEMORANDUM

TO: Department Heads and Chief Fiscal Officers
All State Departments, Institutions and Agencies

FROM: Lee Harriss Roberts 
State Budget Director

SUBJECT: Instructions for FY 2016-17 Capital Budget Preparation

The Office of State Budget and Management (OSBM) is beginning the review process for Governor McCrory's supplemental budget recommendations to the 2016 Legislative Session. If an agency intends to request capital projects during the short session, please submit updated biennial Worksheet III – Capital Request forms for General Fund and Non-General Fund projects for FY 2016-17. In addition, the detail Worksheet III's should also be accompanied by the corresponding Summary Worksheet III for General Fund and Non-General Fund projects. Please use the previous 2015-17 budget instructions if you have any questions on completing the attached forms, [2015-17 Budget Instructions](#).

Capital requests should be submitted to your capital analyst by Friday, February 12, 2016. If you have any questions about the information in this memorandum, please do not hesitate to contact your OSBM capital analyst at (919) 807-4700.

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