

SAM - BUDGETING

COMPLETION OF SECTION 28.00 AND SECTION 28.50 APPLICATIONS **6554** (Revised 9/2010)

The Section 28.00 and 28.50 Applications (Forms [DF-90](#) and [DF-91](#)) are to be initiated by the applying departments. The application must be signed by the department director before sending to Finance. The Finance budget analyst will be responsible for verifying all the information provided.

In instances where the Applications apply to two fiscal years, usually when the application is submitted too late for inclusion in the next Governor's Budget, fiscal information for the second year will be described in the description portion of the application.

When appropriate, the Section 28.00 or 28.50 Application will be sent by Finance to the Joint Legislature Budget Committee (JLBC) and to the Chair of each of the legislative committees and appropriate subcommittees. A copy of the application as transmitted will be sent to the Agency Secretary, the departmental director, and/or the departmental budget officer, as appropriate.