

**SAM – INFORMATION TECHNOLOGY
(California Department of Technology)**

BUDGET CHANGE PROPOSALS

4819.42

(Revised 11/2016)

Budget Change Proposals (BCP) containing specified information technology (IT) components are reviewed by Department of Technology staff and an evaluation is provided to the Department of Finance Program Budget Manager responsible for review of the Agency/state entity's budget.

BCPs which request funding for IT projects must be consistent with the Agency/state entity's Agency Information Management Strategy (see SAM Sections [4900.3-4900.5](#)) and the Conceptually Approved IT Project Proposals Report (see SAM Section [4904](#)). The BCP must be supported by approved Project Approval Lifecycle Stage/Gate deliverables (SAM Section 4928), or Special Project Report (SPR) (SAM Sections [4945- 4945.2](#)) prior to approval of the funding request. In exceptional circumstances, with Department of Technology approval, the funding request may be supported by an approved PAL Reporting Exemption Request.

Project Approval Lifecycle Stage/Gate deliverables and SPRs must be submitted in the format and within the time frames specified in SAM, [SIMM](#), and [Technology Letters](#) issued by the Department of Technology. BCPs must be submitted in the format and within the timeframes specified in annual budget letters issued by Department of Finance. Incomplete or "placeholder" Stage/Gate deliverables or SPRs submitted for consideration with an associated BCP may be returned to the Agency/state entity without consideration.