

SAM - BUDGETING

QUARTERLY REPORT

6864

(Revised 5/1998)

Each department with an active capital outlay appropriation must submit a quarterly report to DOF no later than April 15, July 15, October 15, and January 15 of each calendar year as shown in [6864 Illustration 1](#).

The fiscal data should include all funding (appropriations and executive orders) related to the project plus any transfers related to each appropriation. Comments should describe the status of the current phase. Detail of change orders should recap any scope changes and construction change orders issued or pending. The schedule, at a minimum, should reflect the original dates (at time of project funding approval), and the latest revised dates and actual dates. In addition, it is helpful to enter into a history of schedule changes.

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| Organization Code: _____ | | Organization Title: _____ | | CAPITAL OUTLAY PROJECT REPORTING | | | | | | | |
|--------------------------|-------------------------|--|---------------------------------------|--|--------------------------------|---|------------------------------|-----------------------------|--|-----------------------------|--|
| Project Code: _____ | | Project Title: _____ | | QUARTERLY REPORT FOR QUARTER ENDING _____ | | | | | | | |
| FISCAL DATA: | | | | | | | | | | | |
| Chapter/Item Number | Appropriation Amount | Early Work Transfers (cumulative \$) | Preliminary Plan Transfers (\$) | Working Drawing Transfers (\$) | Construction Transfers (\$) | Other Transfers (cumulative \$) | REVERSION OF FUNDS | | Totals - all transfers, net after reversions | Contingency Balance (\$) | Amount of Change Orders Issued/Pending |
| | | | | | | | Previously transferred \$ | Not Prev. transferred \$ | | | |
| | | | | | | | | | | | |
| Comments: _____ | | | | | | Detail of Change Orders Issued/Pending: | | | | | |
| _____ | | | | | | _____ | | | | | |
| _____ | | | | | | _____ | | | | | |
| _____ | | | | | | _____ | | | | | |
| _____ | | | | | | _____ | | | | | |
| PROJECT SCHEDULE | | | | | | | | | | | |
| | | PWB Approval of Preliminary Plans | Working Drawing Fund Transfer | DOF Approval to Proceed to Bid | Construction Fund Transfer | Construction Completion | | | | | |
| Original Date | _____ | _____ | _____ | _____ | _____ | _____ | | | | | |
| Revised Date | _____ | _____ | _____ | _____ | _____ | _____ | | | | | |
| Actual Date | _____ | _____ | _____ | _____ | _____ | _____ | | | | | |
| Reason for delays: _____ | | | | | | Signature: _____ | | | | | |
| _____ | | | | | | Name: _____ | | | | | |
| _____ | | | | | | Title: _____ | | | | | |
| _____ | | | | | | Phone No. _____ | | | | | |