

FY 2022 Appropriation Requests

Budgeting for COVID-19

As we continue to navigate our way through the COVID-19 pandemic, we must not only maintain a commitment to accurate budgeting and reporting as it relates to our day-to-day operational budgets, but we also face the additional responsibility of accurately tracking and budgeting for COVID-19.

For current FY 2021, agencies are asked to continue to use the Function Code 'COVID' for budget revenues and expenditures. Agencies will also need to identify any COVID-19 revenues and expenditures for consideration for FY 2022.

If you anticipate either an improvement or supplemental request (AR4 and AR5 forms) that is either directly or indirectly related to COVID-19, there are additional steps you will need to take to submit those requests.

As of August 4, 2020, the State Budget Office is advising agencies to not automatically anticipate expense-to-expense reimbursement for COVID-related expenses.

Budget Development Forms

We are asking agencies to identify any requests above Current-Level budget that are related to the COVID-19 pandemic. For both the AR4 and AR5 forms, you will denote this via a drop-down menu when you create the request:

Save

Save As Draft

Back

Create Budget Request

[Expand All](#) | [Collapse All](#)

Budget Request Details

* Request Code:	<input type="text"/>	Name:	<input type="text"/>
* Stage:	10-Unit Request	Ranking Type:	
Description:	<input type="text"/>		
Budget Request Total:	<input type="text"/>		

Budget Request Information

* Priority:	<input type="text"/>
* COVID Related:	<input type="text"/>

Dimensions

Organization:	0703
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This should be straight-forward if the request is completely COVID-related or completely unrelated. If you feel that your request would need to be split up, as in a certain percentage could be considered COVID-related, **you will need to submit two separate requests using the corresponding option from the drop-down menu.**

Both requests will have the same name except one of them will have '-COVID' at the end of the name.