# NON-LIMITED (NL) APPRORPIATION REQUEST PROCESS OVERVIEW

The flowchart is a general process guide for agencies when requesting a Non-Limited (NL) appropriation increase. If there are any questions or potential issues, please contact orbits.help@das.oregon.gov.

Agency submits request letter to the following for notification and awaits CFO Analyst Approval:

- CFO Analyst
- Kate Nass, Chief Financial Officer
- Dustin Ball, CFO Statewide Numbers Coordinator
- •ORBITS.help@das.oregon.gov

# Agency request letter includes the following information:

- Appropriation Number
- Appropriation Year
- Amount of Increase
- •Reason for Increase

## Once approval is received SABRS will:

- •Enter the increase in R\*Stars using TC 007
- Notify the following when transaction is complete:
- •the agency
- •Michael Graham, LFO
- •Kate Nass, Chief Financial Officer
- Dustin Ball, CFO Statewide Numbers Coordinator

## **CFO Analyst Approval**

(required to process)

#### **Agency**

- Enters allotment batch in R\*Stars and submits required revised Allotment Plan
- •Submits required **ORBITS Input Document**
- •Submits Allotment revision plan to the following:
  - Michael Graham, LFO
  - •CFO/LFO Analysts
  - •ORBITS.help@das.oregon.gov

#### **SABRS**

- Audits the allotment plan
- •Submits it to the agency's CFO Analyst for Approval

#### **SABRS**

- •Releases the R\*Stars batch for processing once allotment revised plan is approved
- Updates ORBITS and updates BSUM (Bill Summary) for budget tracking

**CFO Analyst Approval** 

(required to process)