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:

- CFO Analyst
- •Chief Financial Officer (CFO)
- Designated LFO Staff dealing with NL requests
- •ORBITS.help@DAS.Oregon.gov

Agency request letter includes the following information:

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

Once approvals are received SABRS will:

- •Enter the increase in R*Stars using TC 007
- Notify the following when transaction is complete:
- •The Agency
- Designated LFO Staff (including LFO Analsyt)
- Designated CFO Staff (including CFO Analsyt)

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:
 - Designated LFO Staff
 - •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 <u>allotment revised plan</u> is approved
- Updates ORBITS and updates BSUM (Bill Summary) for budget tracking

CFO Analyst Approval

(required to process)