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@oregon.gov.

**Agency submits request letter to the following for notification:**
- Micheal Graham, LFO
- George Naughton, Chief Financial Officer
- Dustin Ball, CFO Statewide Numbers Coordinator
- CFO/LFO Analysts
- ORBITS.help@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
  - George Naughton, Chief Financial Officer
  - Dustin Ball, CFO Statewide Numbers Coordinator

**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@Oregon.gov

**CFO Analyst Approval**
(Required to process)

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

**CFO Analyst Approval**
(Required to process)

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