



**STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT**

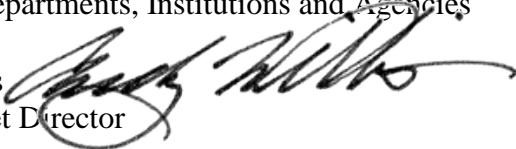
BEVERLY EAVES PERDUE
GOVERNOR

ANDY WILLIS
STATE BUDGET DIRECTOR

January 20, 2012

MEMORANDUM

TO: Department Heads and Chief Fiscal Officers
All State Departments, Institutions and Agencies

FROM: Andy Willis 
State Budget Director

SUBJECT: Instructions for FY 2012-13 Capital Budget Preparation

The Office of State Budget and Management (OSBM) is beginning the process for the review and preparation of Governor Perdue's supplemental budget recommendations to the 2012 Legislative Session. Due to limited General Fund availability, Governor Perdue will not be proposing any new major capital improvement projects in FY 2012-13. However, an agency may submit a 100% receipt supported project for consideration to be included in the Governor's budget. OSBM will also consider receipt supported projects that require a state match provided the agency has identified the source of the state match. Agencies may not request a new General Fund appropriation as the state match, but must clearly identify funds within their existing budgets.

Please use the attached form to submit requests for receipt supported projects. Capital requests should be submitted to OSBM as soon as possible and no later than Friday, February 10, 2012. Please do not hesitate to contact your OSBM capital budget analyst at (919) 807-4700 if you have any questions about the information in this memorandum.

As always, I would like to thank you for your continued cooperation during these challenging economic times. Your overall leadership and continued management of the budget are to be commended. We look forward to working with you in the coming weeks. Thank you for your cooperation.