

**FAILURE TO PROPERLY COMPLETE THIS FORM MAY RESULT IN DISAPPROVAL OF THIS REQUEST.
PLEASE REFER TO BUDGET POLICY AND REPORTING MANUAL ITEM H-101 FOR GUIDANCE.**

FORM H-101

H-101 NUMBER _____

REQUEST FOR APPROVAL OF
PERSONAL PROPERTY (EQUIPMENT) AND REAL PROPERTY
STATE-SUPPORTED BONDS
FY 20__ - 20__

AGENCY:
PROGRAM:
DIVISION/INSTITUTION:
AGENCY CODE:

FUND TYPE:
FUND NAME:
ACCOUNT NAME:

FUND CODE:
ACCOUNT CODE:

A	B	C	D	E	F	G	H	I	J
DESCRIPTION OF EQUIPMENT OR REAL PROPERTY	ACQUISITION COST	DATE TO ORDER EQUIPMENT/ PROPERTY	DATE (S) FINANCING REQUIRED	USEFUL LIFE	FINANCE TERM	DATE OF FIRST INSTALLMENT PAYMENT	FIRST YEAR INSTALLMENT PAYMENTS	TOTAL INSTALLMENT PAYMENTS	EXPENDITURE OBJECT CODE

Submitted by Authorized Agency Representative:

Name: _____ Title: _____

Signature: _____ Date: _____

Division of the Budget Examination Unit Contact:

Name: _____ Title: _____

Phone: _____

Approved by the Division of the Budget:

1. Examination Unit:

Name: _____ Title: _____

Signature: _____ Date: _____

2. Expenditure/Debt Unit:

Name: _____ Title: _____

Signature: _____ Date: _____

