

## BUDGET REQUEST MANUAL

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### PURPOSE

This manual is issued for your guidance in the preparation of budget requests to be submitted to the Division of the Budget (DOB).

### FREEDOM OF INFORMATION

Statistical tabulations are releasable to the public under the Freedom of Information Law. Consequently, agencies should be aware that statistical budget request materials are potentially subject to public disclosure. Policy advice, however, is not subject to the Freedom of Information Law.

### MANUAL PROCEDURES

Notification of updates to the Budget Request Manual will be distributed only to Agency Fiscal Officers, who will be responsible for distributing the necessary information throughout their respective organizations, including facilities and regional offices in all locations. The manual and forms are available on the DOB website ([www.budget.ny.gov/guide/brm](http://www.budget.ny.gov/guide/brm)).

Any questions concerning the application or interpretation of the instructions and forms should be directed to your budget examiner.