

## BUDGET REQUEST MANUAL

<b>Date</b> 9/16/02	<b>Subject</b> CAPITAL MAINTENANCE PLAN REPORT REQUESTED MAINTENANCE APPROPRIATIONS, REAPPROPRIATIONS AND DISBURSEMENTS SCHEDULE CMP-3	<b>Item</b> 18B
<b>Supersedes</b> 9/17/97		<b>Page</b> 1

### PURPOSE

**Schedule CMP-3** is a detailed summary of requested and future years' capital maintenance projects appropriations, reappropriations and disbursements. This is a composite listing of all appropriations, reappropriations and disbursements including those reflected on Schedule CMP-2A.

### INSTRUCTIONS FOR PREPARATION OF SCHEDULE CMP-3

1. Schedule CMP-3 has two sections: capital maintenance appropriations and reappropriations, and capital maintenance disbursements.
2. The first year of the plan should reflect the amounts referenced on Schedule CMP-2A, including appropriations and reappropriations. The next four years should reflect the agency's projected appropriations and related disbursements.
3. Description of maintenance projects should be at the summary level (i.e., roof replacement, window repairs).
4. Show requested amounts in thousands of dollars.
5. Enter the totals for appropriations, reappropriations and disbursements for each fiscal year.

A sample of Schedule CMP-3 follows.

STATISTICAL TABULATION

**New York State**  
**Division of the Budget**  
**Capital Projects Budget Request FY 20\_\_ - \_\_**  
**Capital Maintenance Plan Report**  
**Requested Maintenance Appropriations,**  
**Reappropriations and Disbursements**  
**(\$000)**

Agency:

Description of Project	Budget Year	1 <sup>st</sup> Year Reapprops	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year
<b>APPROPRIATIONS AND REAPPROPRIATIONS</b>						
Total Appropriations and Reappropriations	0	0	0	0	0	0
<b>DISBURSEMENTS</b>						
Description of Project						
Total Disbursements	0	0	0	0	0	0