

INSTRUCTIONS FOR FORM S: SUMMARY OF CIP LAPSES AND NEW REQUESTS

Form S consists of Part A (Proposed Lapses) and Part B (New Requests).

Item Description and Preparation Instructions**Date Prepared/Revised**

Underscore as applicable and enter date.

Part A - Proposed Lapses**Act/Year**

Enter the act number and year enacted of the project that is being proposed for lapsing.

Item Number

Enter the item number of the project from Part IV of the appropriations act (e.g., G-12).

Capital Project Number

Enter the capital project number as shown in the appropriations act.

Project Title and Reason for Lapsing

Enter the project title as shown in the appropriations act and the reason why the appropriation should be lapsed (e.g., project completed, project cancelled, etc.).

Means of Financing (MOF) and Amount

Enter the MOF and the amount of funds proposed for lapsing.

Total by MOF

Totals, including breakdown by MOF, will be automatically computed. If lapsing an MOF not shown on Form S, you can type over (overstrike) any unused MOF line (letter code and description) with the desired MOF code and description. Formulas have been entered on these lines to compute the MOF totals automatically.

Part B - New Requests

Request Category

Indicate the type of request, as allowed in the Supplemental Budget guidelines.

- Trade-Offs: Requests to address critical needs without increasing appropriation levels.
- Health, Safety, Court Mandates: Requests for critical, unanticipated emergencies relating to public health and safety, or court order/federal mandate requirements.
- Administration's Program Initiatives: Requests initiated by the Governor's Office.
- Other: Requests that do not fit the above categories.

Priority

Enter the unique priority number that your department has assigned to this request.

Program ID and Project Number

Enter the program ID and project number of the project. Do not leave these fields blank.

Project Title

Enter the facility or project name and brief descriptive statement of the project; e.g., Kahuku High School - repave parking lot.

MOF and FY 09

Enter the requested amounts by MOF for each project.

Total by MOF

Totals, including breakdown by MOF, will be automatically computed. If requesting an MOF not shown on Form S, you can type over (overstrike) any unused MOF line (letter code and description) with the desired MOF code and description. Formulas have been entered on these lines to compute the MOF totals automatically.

