

CAPITAL OUTLAY

3580

(1987)

Capital outlay includes purchase of land, land development, major construction and acquisition of certain equipment in connection with construction. Capital outlay budgets are detailed by project when presented in the budget. As with other expenditures, capital outlay budgets are reconciled with appropriations for the past, current and proposed budget fiscal years. Prior to February 1 of each year, departments must submit to the Department of Finance complete program information on each proposed major capital outlay project. Proposed minor construction projects are to be submitted not later than July 1.

The Budget Office

- Sets up the Budget Act appropriation for capital outlay in CALSTARS.
- Prepares budget documents, such as BRs, needed in the capital outlay budget.
- Reviews contracts for capital outlay projects.
- Prepares the budget cycle documents for capital outlay: the Schedule 10s, the capital outlay galley, and the budget proofs for the Budget Act.
- Prepares documentation for any capital outlay reappropriation.
- Reviews any executive orders which change the capital outlay base and make sure they are posted correctly in CALSTARS.
- Reviews index and PCA codes on capital outlay expenditures to make sure they are for the correct project.

For further information on capital outlay, refer to the Technical Services Procedures Handbook.

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