



House Appropriations Committee 2025 Budget Amendment Request Form

**DEADLINE FOR DELEGATES TO SUBMIT REQUESTS TO HAC STAFF IS
5:00 PM, FRIDAY, JANUARY 10, 2025**

HOUSE PATRON:

(Name of Delegate)

DELEGATE CONTACT NAME & PHONE NUMBER:

(Name of Contact)

(Phone Number)

AGENCY NAME:

PRIMARY OBJECTIVE OF AMENDMENT:

INCREASE/DECREASE:

Use this section to indicate whether your amendment would require an Increase or Decrease in appropriated funds. General Fund (GF) monies are derived from taxes levied on individual and corporate income, sales, public service corporations, and insurance companies. Nongeneral Fund (NGF) monies consist of special fund revenues, higher education operating monies (tuition, special revenues and federal grants), highway maintenance and construction funds, trust and agency funds, and federal trust funds.

Funding

First Year

Second Year

Increase

GF \$ _____

GF \$ _____

Decrease

NGF \$ _____

NGF \$ _____

IF YOU HAVE BUDGET RELATED QUESTIONS PLEASE CONTACT THE APPROPRIATIONS STAFF AT (804) 698-1590

Please return this signed, original form to:

House Appropriations Committee Staff, 201 North 9th Street, General Assembly Building, 12th Floor -- Telephone: (804) 698-1590

This form can also be found on the House Appropriations Committee's website: <http://hac.virginia.gov>

***** PLEASE KEEP A COPY OF THE COMPLETED FORM & SUPPORTING DOCUMENTATION FOR YOUR RECORDS *****

POSITION LEVEL:

Use this section to indicate if a change in the number of full-time equivalent (FTE) positions dedicated to a specific program activity or agency is requested. If you are unsure, leave the space blank.

<i>Position Level</i>	<i>First Year</i>	<i>Second Year</i>
<input type="checkbox"/> Increase	GF FTE _____	GF FTE _____
<input type="checkbox"/> Decrease	NGF FTE _____	NGF FTE _____

EXPLANATION OF AMENDMENT (Explain and/or Include Materials)

Please explain the amendment, provide any proposed language and attach explanatory materials. **THIS IS THE MOST IMPORTANT PART OF REQUESTING AN AMENDMENT** as it ensures the HAC staff has adequate background information to draft the budget amendment request.

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