

## **DEB NOTICE 033106 – Changes in Requests for Quarterly Submittal Schedules and Short-Term Notifications**

**Effective 3/31/06**

Reference: February 19, 2003 Memorandum from Richard F. Sliwoski to State Agency Facility Officers and Capital Outlay Managers

The February 19, 2003 memorandum requested state agencies provide two types of advance notification to the Bureau of Capital Outlay Management to assist the Bureau's workload and resource planning activities. Please note the following changes:

### **1) Quarterly Submittal Schedules:**

Quarterly forecasts of anticipated project submissions may be discontinued effective immediately.

### **2) Short Term Notifications:**

Short-term notifications (i.e., brief e-mail messages providing 7 to 10 days advance notice of upcoming project submissions) are now requested only for projects with construction budgets exceeding \$10,000,000.