Request for Funds E-mail Instructions
August 2006

New Policy

Effective August 31, 2006, Budgets will only accept electronic Capital Outlay Allocation Request for Funds/Funds Request (FR) to the group e-mail addresses listed as follows:

G-11/G-12 -Funds Request/HQ/Caltrans/CA/Gov
SHOPP-Funds Request/HQ/Caltrans/CA/Gov
STIP-Funds Request/HQ/Caltrans/CA/Gov

The Budgets Funds Request e-mail accounts have been set-up with auto-forward capabilities. Budgets' District Group Contact List will receive an auto-forward e-mail with the subject header as a confirmation receipt.

General Requirements for Subject Line

The following guidelines refer to all Budgets Funds Request group e-mail accounts to ensure electronic mail rules will work and the interested parties will receive their confirmation or auto-forward copies.

District Format

The Subject Line must be in the following sequence: District, Space and Two - Digit Numbers. The word district can be the following alternatives: **District, Dist, or Dist.**, before the Space and Two-Digit Numbers

(Sample formats: District **01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12 and 75**).

Subject Line Formats

The following guidelines refer to a specific e-mail account to ensure electronic mail rules will work, and the interested parties will receive their confirmation or forward copies.

- STIP (**See Figure 1**)
  Required Subject Line - **District-EA**
  For Rail and Program 320 use District 75

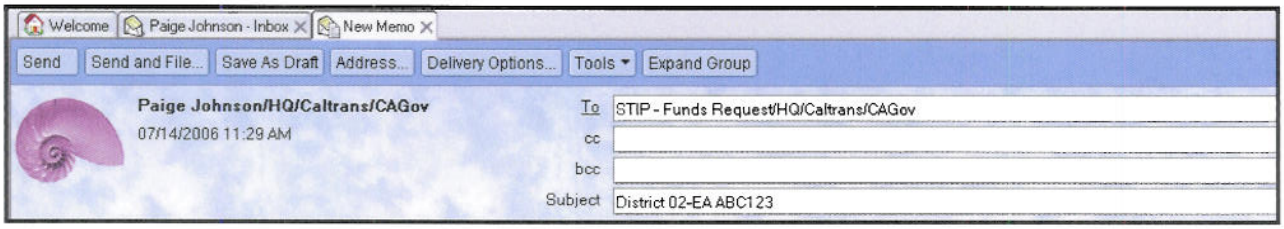

Figure 1 – STIP Subject Line Format

- SHOPP **(See Figure 2)**
  Required Subject Line - **District-EA**

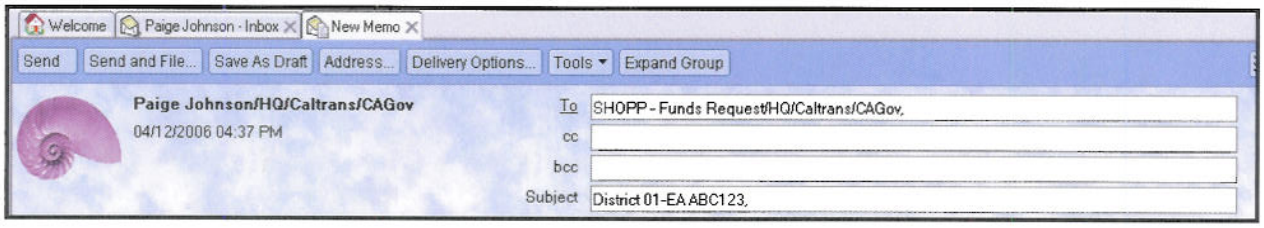

Figure 2 – SHOPP Subject Line Format

- G-11/G-12 **(See Figure 3)**
  Required Subject Line - **District-EA,**
  Initial or Supplemental
  Identify Type – G-11 or G-12

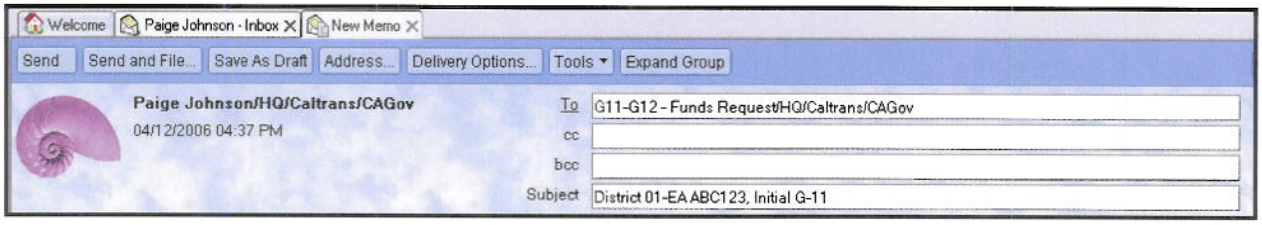

Figure 3 – G-11 and G-12 Subject Line Format

Revised Request

The following guidelines refer to revised FR to ensure correct version is forwarded and processed.

- Revised **(See Figure 4)**
  Required Subject Line - The Word - **"Revision"**
  Number of Revisions
  Type of Request as Listed Above

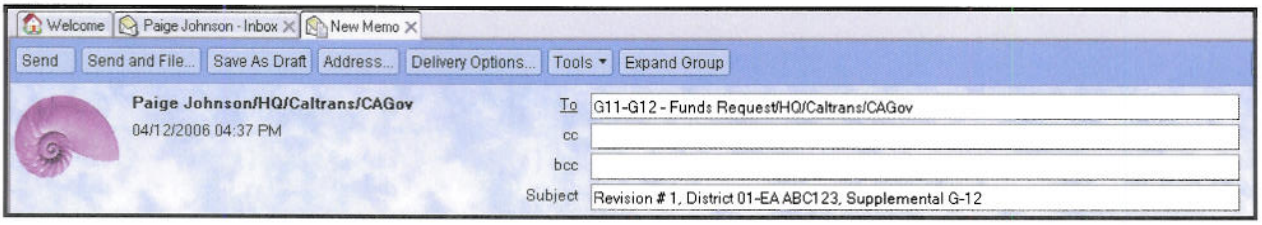

Figure 4 - Revised Request for Funds All Accounts

If you have any questions, please contact Paige Johnson, Capital Outlay Branch, Division of Budgets at (916) 654-3082 or Calnet 8-464-3082.