**Deficit Provision Acknowledgment Form**

(Appendix A of DPB’s Year-end Close/New Year Start-up instructions)

To: Director, Department of Planning and Budget

**Section A (for all agencies)**

**Agency Acknowledgement**

I have received, read, and understand your instructions regarding indebtedness of state agencies as they relate to the requirements of § 4-3.01 of the current Appropriation Act.

Agency Name Agency Code

Other agencies in the Act (if any) for which your agency is responsible: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Agency/Cabinet Head Name

Agency/Cabinet Head Signature

*(Personal signature is required above and cannot be delegated)*

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section B (if applicable to your agency)**

**Supervisory Board (see §2.2-2100 of the Code of Virginia)**

I have provided each member of the supervisory board of this agency with a copy of the notice in this memorandum and I will provide the same material to those appointed to the board in the future.

*(Personal Signature of Agency Head)*

Date:

***Originals only!***

***Copies, e-mails, or faxes of this form will not be* *accepted.***

***Mail this form to:***

Budget Operations, Deficit Acknowledgment

Department of Planning and Budget

Patrick Henry Building, Room 5040

1111 East Broad Street

Richmond, Virginia 23219-1922