

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES



SUBJECT: DEVELOPMENT OF CAPITAL PROJECTS BUDGET

POLICY NO. 502

PURPOSE:: To designate responsibility for the preparation of the Department's capital projects budget.

POLICY:: Information Services is responsible for coordinating the development of the annual capital projects budget, and shall obtain input in this regard from at least each Assistant Director.

The Assistant Directors shall prioritize requests submitted by their respective areas. Annually, Information Services shall issue detailed budget instructions, review all requests, and recommend an integrated departmental budget for the Director's and Assistant Directors' review.

The Director shall set final priorities prior to the Department's submission of the capital projects budget to the Chief Administrative Officer.

CROSS REFERENCE:: Decision-Making Process in Capital Construction, Policy No. 141.

EFFECTIVE DATE: Mar 01, 1998

SUPERCEDES: January 5, 1976

APPROVED: Signature on File
