

## **Agency Instructions**

### **Responding to Restricted Appropriations or Report Requests**

**Requesting an Extension:** If a time extension for any report requested in budget bill language or by committee narrative in the Joint Chairmen's Report is needed, please send correspondence indicating why an extension is needed (and the anticipated submission date) to the budget committee chairmen. Please copy Cathy Kramer at [Cathy.Kramer@mlis.state.md.us](mailto:Cathy.Kramer@mlis.state.md.us) and the DLS analyst.