## Budget Submission Summary (PB-1 form)

The Budget Submission Summary (PB-1) is the form where the Office or Department provides a list of their requests in priority order. In cases where the Office or Department does not prioritize the order of their requests or where multiple requests are given the same ranking, PBO will assign a priority based on PBO’s understanding of the Office’s or Department’s issues. The prioritized list must include all budget requests the Office or Department may receive from external agencies. County Executives with multiple reporting Offices and Departments must prioritize all the requests from direct report Departments.

This form requires the electronic signature of the Elected or Appointed Official or County Executive. Submit one form per Office or Department. If multiple Departments report to one County Executive, only one form should be submitted. This form may be electronically signed before submittal. The form can be signed using the signature field included in the PB-1. Simply double clicking in the signature area will allow you to input a signature. Alternatively, you can use services such as DocuSign or Adobe to sign the PB-1.