

MEMORANDUM

TO: Chief Fiscal Officers & HR Officers

FROM: Nick Fuller

DATE: August 29, 2019

SUBJECT: Personal Services Requests for 2020-21

Both instructions and forms for non-classified & classified personal services requests for the 2020-21 fiscal year can be found at:

<http://www.adhe.edu/institutions/institutional-finance/fiscal-appropriation-process/>

Each institution will have access to a Microsoft Excel spreadsheet containing Forms A and B. **Please be sure to double check FORM A against your current appropriation Act.**

It will not be necessary for you to submit forms unless you have new personal services requests. If you have new request(s), completed forms should be emailed to Sarah.Cox@adhe.edu no later than **September 16, 2019**.

NOTE: Before requesting new/additional positions please keep in mind the following:

- ◆ **Appropriation bills have been pre-drafted based on the second year recommendation of the 2019-21 biennial session.**
- ◆ **Can your needs be addressed through the Higher Education Central Pool?**
- ◆ **If requesting additional positions, are you currently utilizing all of the positions authorized by your appropriation act?**
- ◆ **If requesting additional positions, are you able to delete positions authorized by your appropriation act?**

If you have any questions, please contact Sarah Cox at Sarah.Cox@adhe.edu or 501-682-3187.