



Division of Higher Education

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Johnny Key
Secretary

Maria Markham, Ph.D.
Director

MEMORANDUM

TO: Chief Fiscal Officers
FROM: Nicholas Fuller
DATE: April 1, 2020
SUBJECT: Personal Services Requests for 2012-23

Both instructions and forms for submitting combined non-classified and classified personal services requests for the 2012-23 biennium can be found at:

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

Each institution will have access to a Microsoft Excel spreadsheet containing Forms A and B. Additional copies of the instructions and Form B may also be downloaded from the web site.

Both non-classified and classified personal services requests should be submitted to the Institutional Finance section of the Division of Higher Education no later than **Monday, May 18, 2020**. Please email a copy of Forms A and B including any other supporting documentation to Chandra.Robinson@adhe.edu.

If you have any questions, please contact Nicholas Fuller, Nicholas.Fuller@adhe.edu or 501-371-2026 or Chandra Robinson, Chandra.Robinson@adhe.edu or 501-371-2024.

cc: Tony Robinson, Bureau of Legislative Research