



## Arkansas Department of Higher Education

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Asa Hutchinson  
Governor

Dr. Brett Powell  
Director

### MEMORANDUM

TO: Chief Fiscal Officers  
FROM: Tara Smith  
DATE: March 15, 2016  
SUBJECT: Personal Services Requests for 2017-19

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Both instructions and forms for submitting non-classified personal services requests for the 2017-19 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.

The Office of Personnel Management (OPM) will send instructions for requests for classified positions under a separate cover.

Non-classified personal services requests should be submitted to the Institutional Finance section of the Department of Higher Education no later than **Monday, April 25, 2016**. Please mail five (5) bound copies of Forms A and B and any other supporting documentation to ADHE. Also, email a copy of Forms A and B and any other supporting documentation to [chandra.robinson@adhe.edu](mailto:chandra.robinson@adhe.edu).

Mail completed request documents to:

Charlene Williams, Institutional Finance  
Arkansas Department of Higher Education  
423 Main, STE 400  
Little Rock, Arkansas 72201

If you have any questions, please contact Tara Smith, [tara.smith@adhe.edu](mailto:tara.smith@adhe.edu) or 501-371-2026 or Chandra Robinson, [chandra.robinson@adhe.edu](mailto:chandra.robinson@adhe.edu) or 501-371-2024.

cc: Herb Scott, OPM  
Tony Robinson, Legislative Council  
Bart Angel, Legislative Council