



## Arkansas Department of Higher Education

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Asa Hutchinson  
Governor

Maria Markham, Ph.D.  
Director

### MEMORANDUM

TO: Chief Fiscal Officers  
FROM: Nicholas Fuller  
DATE: April 24, 2018  
SUBJECT: Personal Services Requests for 2019-21

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Both instructions and forms for submitting combined non-classified and classified personal services requests for the 2019-21 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.

New for this biennium, institutions of higher education will be allowed to request up to four (4) newly developed classified position pools. The pools will be structured in the same manner as existing non-classified pools (i.e., faculty, project, or program pools). Instructions and examples may be found on the website as well.

Both non-classified and classified personal services requests should be submitted to the Institutional Finance section of the Department of Higher Education no later than **Monday, May 21, 2018**. 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 Nicholas Fuller, [Nicholas.Fuller@adhe.edu](mailto:Nicholas.Fuller@adhe.edu) or 501-371-2026 or Chandra Robinson, [Chandra.Robinson@adhe.edu](mailto:Chandra.Robinson@adhe.edu) or 501-371-2024.

cc: Tony Robinson, Bureau of Legislative Research