



**DEPARTMENT OF ADMINISTRATION**

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**ALL AGENCY MEMORANDUM #2012-02**

January 30, 2012

TO: All Agencies

FROM: Jeff Mohlenkamp, Director  
Department of Administration

SUBJECT: Next Interim Finance Committee Meeting

The Legislative Counsel Bureau (LCB) has scheduled the next Interim Finance Committee (IFC) meeting for **Tuesday, April 24, 2012 at 9:00 a.m.** in room 4401 of the Grant Sawyer State Office Building in Las Vegas. The meeting will also be videoconferenced to room 4100 of the Legislative Building in Carson City. All items requiring IFC approval must be submitted to the Budget Division no later than **Friday, March 02, 2012 at 5:00 p.m.** Thank you for your continued cooperation with preparing and submitting work programs and other items requiring IFC approval as they become necessary instead of waiting for the deadline to be announced.

**It is important that you prepare and forward to the Budget Division work programs as they become necessary and not wait until a deadline is announced. Work programs that are submitted late will not be submitted to LCB's Fiscal Analysis Division without the Governor's approval.**

  
Jeff Mohlenkamp