



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Budget Division

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ALL AGENCY MEMORANDUM #2012-07

February 28, 2012

TO: All Agencies

FROM: Jeff Mohlenkamp, Clerk
Board of Examiners

SUBJECT: April Meeting of the Board of Examiners

The April meeting of the Board of Examiners will be held on **Tuesday, April 3, 2012 at 10:00 a.m.** in the Guinn Room of the Capitol Building in Carson City.

The Budget Division must receive all contracts which are processed through the Contract Entry and Tracking System (CETS), leases, and any other items requiring Board of Examiners' approval, no later than **5:00 p.m., on Thursday, March 8, 2012** in order to be placed on the agenda. Any items submitted after that date will be deferred until the Board's next meeting, so please plan ahead.

An agency **must have** a representative present if they have an action item(s) on the agenda. However, if an agency has a lease or contract on the agenda, they do not need to attend unless contacted by the Budget Office.

NOTE: The Budget Division will no longer accept placeholders for contracts, leases or any other items requiring the Board of Examiners' approval. Exceptions will only be made in emergency situations and must be approved by the Clerk of the Board.



Jeff Mohlenkamp, Clerk
Board of Examiners