



DEPARTMENT OF ADMINISTRATION

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ALL AGENCY MEMORANDUM #2009-05

February 5, 2009

TO: All Agencies

FROM: Andrew K. Clinger, Director
Department of Administration

SUBJECT: Budgetary Bill Draft Requests

As we head into the 2009 Legislative Session, agencies that have items in their budgets that require a change in legislation, must submit a Bill Draft Request.

All Bill Draft Requests must be submitted to the Budget Office by **Wednesday, February 11, 2009** on the prescribed form (attached).

If you have questions regarding this notice, please contact your assigned budget analyst.

Thank you.


Andrew K. Clinger, Director