



**DEPARTMENT OF ADMINISTRATION**

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**ALL AGENCY MEMORANDUM #2009-39**

December 22, 2009

TO: All Agencies

FROM: Andrew K. Clinger, Clerk  
Board of Examiners

SUBJECT: February Meeting of the Board of Examiners


The February meeting of the Board of Examiners will be held on **Tuesday, February 9, 2010**, at 10:00 a.m., on the Second Floor of the Annex Building in Carson City.

The Budget Division must receive all contracts, leases, and any other items requiring Board of Examiners' approval, no later than 5:00 p.m., on **Thursday, January 7, 2010** 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 any action items excluding contracts, unless contacted by the Budget Office.

Pursuant to the State Administrative Manual, Chapter 300, 0324.0, #4, 3 copies of the contract with original signatures are required. **Effective as of the January 12, 2010 Board of Examiners meeting, all contracts must be processed through the new Contract Entry and Tracking System (CETS).**

**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.

  
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Andrew K. Clinger, Clerk  
Board of Examiners