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**All AGENCY MEMORANDUM #2010-18**

April 15, 2010


**TO:** All Agencies

**FROM:** Andrew K. Clinger, Director  
Department of Administration

**SUBJECT:** Bill Draft Request (BDR) Submittal Information

In relation to All Agency Memo #2010-10 regarding the BDR procedures; the electronic BDR form will not allow formatted text to be put into the document. Therefore, when submitting your request, if you have suggested language changes please type "See hard copy" in the *Suggested Language* box and attach your language change proposal to the required hard copy that is submitted to the Budget Office.

If you have any questions regarding this request, please contact your budget analyst.

  
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Andrew K. Clinger, Director  
Department of Administration