



DEPARTMENT OF ADMINISTRATION

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ALL AGENCY MEMORANDUM #2010-31

August 5, 2010

TO: All Agencies

FROM: Andrew K. Clinger, Director
Department of Administration

SUBJECT: Tutorials and Manuals

The Budget Division has updated our tutorial on the Procedures for Closing Documents, which is now available on our wiki page. It is similar to the on-line course we offered last year for the completion of the Closing Document Form.

We also have the Work Program manual and the Contract Entry and Tracking System (CETS) tutorial available on-line. Both have been revised to include the most current information. All three training materials can be accessed from the Budget Division wiki page at [Closing Documents - Tutorials and Manuals](#).

Please distribute this memo to all appropriate employees in your agency.

Thank you.



Andrew K. Clinger, Director