



**DEPARTMENT OF ADMINISTRATION**

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**ALL AGENCY MEMORANDUM #2011-31**

September 15, 2011

TO: All Agencies

FROM: Jeff Mohlenkamp, Director  
Department of Administration

SUBJECT: Next Interim Finance Committee Meeting

The Legislative Counsel Bureau (LCB) has scheduled the next Interim Finance Committee (IFC) meeting for **Tuesday, October 25, 2011 at 9:00 a.m.** in room 4100 of the Legislative Building in Carson City. The meeting will also be videoconferenced to room 4401 of the Grant Sawyer State Office Building. All items requiring IFC approval must be submitted to the Budget Division no later than **Friday, September 23, 2011 at 5:00 p.m.** Thank you for your continued cooperation with preparing and submitting work programs as they become necessary instead of waiting for the deadline to be announced.

**It is important that you prepare and forward to the Budget Division work programs as they become necessary and not wait until a deadline is announced. Work programs that are submitted late will not be submitted to LCB's Fiscal Analysis Division without the Governor's approval.**

  
Jeff Mohlenkamp