

Brian Sandoval  
Governor



Jeff Mohlenkamp  
State Budget Director

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**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Budget Division*

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**POLICY DIRECTIVE #D-2012-10**

August 31, 2012

**TO:** All Agencies

**FROM:** Jeff Mohlenkamp, Director  
Department of Administration

A handwritten signature in blue ink, appearing to read "Jeff Mohlenkamp".

**SUBJECT:** Agency Request Submittals

This is a reminder that all agencies are required to submit a Budget Highlight Memorandum and a Budget Submittal Checklist before 5 pm today, August 31<sup>st</sup>. These documents are discussed in detail in the budget instructions which are located on the Budget Division website (<http://budget.nv.gov>). For the Budget Division, please email this to your assigned budget analyst. For the Legislative Counsel Bureau, please email this to Rebecca Lowe **and** Tracie Battisti at the following email addresses:

[RLowe@lcb.state.nv.us](mailto:RLowe@lcb.state.nv.us)  
[tbattisti@lcb.state.nv.us](mailto:tbattisti@lcb.state.nv.us)

Also, please note that NEBS will be closed for data entry at 4pm today. Please contact your assigned analyst if you have any questions regarding budget submittal requirements.