



**DEPARTMENT OF ADMINISTRATION**

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**ALL AGENCY MEMORANDUM #2009-02**

January 5, 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 10, 2009**, 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 **Monday, January 12, 2008**, 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 or contracts that may be contentious or include large dollar amounts.

Pursuant to the State Administrative Manual, Chapter 300, 0324.0, #4, 3 copies of the contract with original signatures are required. Contract summary forms must be attached to each copy.

**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.**

A handwritten signature in black ink, appearing to read "Andrew K. Clinger".

Andrew K. Clinger, Clerk  
Board of Examiners