BRIAN SANDOVAL
Governor

STATE OF NEVADA

ANDREW K. CLINGER
Director

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ALL AGENCY MEMORANDUM #2011-11

May 3, 2011

TO: All Agencies

FROM: Andrew K. Clinger, Clerk
Board of Examiners

SUBJECT: June Meeting of the Board of Examiners

The June meeting of the Board of Examiners will be held on Tuesday, June 14, 2011 at 10:00 a.m. on the Second Floor of the Annex Building in Carson City.

The Budget Division must receive all contracts which are processed through the Contract Entry and Tracking System (CETS), leases, and any other items requiring Board of Examiners' approval, no later than 5:00 p.m., on Wednesday, May 11, 2011 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 an action item(s) on the agenda. However, if an agency has a lease or contract on the agenda, they do not need to attend unless contacted by the Budget Office.

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.

Andrew K. Clinger, Clerk
Board of Examiners