



## Division of Higher Education

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Johnny Key  
Secretary

Maria Markham, Ph.D.  
Director

### MEMORANDUM

TO: Chief Fiscal Officers  
FROM: Nick Fuller  
DATE: April 6, 2022  
SUBJECT: Personal Services Requests for 2023-25

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Both instructions and forms for submitting personal services requests for the 2023-25 Biennium can be found at:

<https://adhe.edu/institutions/biennial-appropriation-process>

Each institution will have access to a Microsoft Excel spreadsheet containing Forms A and B. Additional copies of the instructions and Form B may also be downloaded from the web site.

All personal services requests should be submitted to the Institutional Finance section of the Division of Higher Education no later than **Monday, May 16, 2022**. Please email a copy of Forms A and B including any other supporting documentation to [Chandra.Robinson@adhe.edu](mailto:Chandra.Robinson@adhe.edu).

If you have any questions, please contact Nick Fuller, [Nick.Fuller@adhe.edu](mailto:Nick.Fuller@adhe.edu) or 501-371-2026 or Chandra Robinson, [Chandra.Robinson@adhe.edu](mailto:Chandra.Robinson@adhe.edu) or 501-371-2024.

cc: Tony Robinson, Bureau of Legislative Research