

## MEMORANDUM

TO: Chief Fiscal Officers & HR Officers

FROM: Nick Fuller

DATE: September 18, 2025

SUBJECT: Personal Services Requests for 2026-27

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Both instructions and forms regarding personal services requests for the 2026-27 fiscal year can be found here: [Fiscal Appropriation Process - Personal Services Requests](#)

Each institution will have access to a Microsoft Excel spreadsheet containing Forms A and B. **Please be sure to double-check FORM A against your current appropriation Act.**

**Even if there are no changes requested, please submit Form A with completed Paid 2024-25 positions and salaries for each position as well as the completed Vacancies tab.** The completed forms should be emailed to [Chandra.Robinson@adhe.edu](mailto:Chandra.Robinson@adhe.edu) no later than **Friday, October 10, 2025**.

**NOTE: Before requesting new/additional positions please keep in mind the following:**

- ◆ **Appropriation bills have been pre-drafted based on the second-year recommendation of the 2025-27 biennial session.**
- ◆ **Can your needs be addressed through the Higher Education Central Pool or Surrender Pool?**
- ◆ **If requesting additional positions, are you currently utilizing all the positions authorized by your appropriation act?**
- ◆ **If requesting additional positions, are you able to delete positions authorized by your appropriation act?**

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