



Division of Higher Education

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Jacob Oliva
Secretary

Ken Warden, Ed.D.
Commissioner

MEMORANDUM

TO: Chief Fiscal Officers
FROM: Nick Fuller
DATE: April 17, 2024
SUBJECT: Personal Services Requests for 2025-27

Both instructions and forms for submitting personal services requests for the 2025-27 Biennium can be found here: [Biennial Appropriation Process – Personal Services](#)

Each institution/entity will have access to a Microsoft Excel spreadsheet containing Form A (including a tab for vacancies) and Form 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 **Friday - May 17, 2024**. Please email a copy of Forms A and B including any other supporting documentation to Chandra.Robinson@adhe.edu. **NOTE: Be sure to complete the vacancies tab on Form A.**

New Pool Requests - If you would like to request a pool of positions, please include the pool on Form A just as you would for a new position as mentioned in the instructions. **Please contact ADHE staff prior to submission to discuss the merits of the pool. Supporting narrative is required.**

If you have any questions, please contact Nick Fuller, Nick.Fuller@adhe.edu or 501-371-2026 or Chandra Robinson, Chandra.Robinson@adhe.edu or 501-371-2024.

cc: Tony Robinson, Bureau of Legislative Research