

MEMORANDUM

TO: Chief Fiscal Officers & HR Officers

FROM: Nick Fuller

DATE: August 28, 2023

SUBJECT: Personal Services Requests for 2024-25

Both instructions and forms regarding personal services requests for the 2024-25 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.**

It will not be necessary for you to submit forms unless you have new personal services requests. If you have new request(s), completed forms should be emailed to Chandra.Robinson@adhe.edu no later than September 18, 2023.

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 2023-25 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 or 501-371-2024.