

MEMORANDUM

TO: Ben Stevens, Chief of Staff
Office of the Governor

THRU: Dom Pannone, Admin Services Director
Office of Management and Budget

FROM: John MacKinnon, Commissioner DOT&PF

DATE:

SUBJECT: **Recruitment** Request for DOT&PF

I am requesting approval to recruit for

Requested Post Date:
Division and Location:
Base Salary:
Total Cost:
Funding Source:
PCN:
Vacancy Date:

Explanation:

Director's Initials: _____

Commissioner Approval: _____ Date: _____

FOR OOG/OMB USE ONLY

Office of Management and Budget Review:

Approved Denied – Explanation _____

Signature: _____

Date: _____

Governor's Office Approval:

Approved Denied

Signature: _____

Date: _____