

MEMORANDUM

TO: Randy Ruaro, Acting Chief of Staff, Office of the Governor
THRU:
FROM:
DATE:
SUBJECT: Appointment Request for

I am requesting approval to appoint:

Position Title:

For the Department of

Requested Start Date:

Section and Location:

Base Salary:

Total Cost:

Funding Source(s):

PCN:

Range / Step:

Please attach resume and, if relevant, the PCN history

Explanation (attach separate sheet if needed):

HR Request: _____ Date: _____

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: _____