

September 14, 2004

NEMO WIB ISSUANCE #02-03

TO: All Program Operators

FROM: Sharon Hays, Executive Director

SUBJECT: Contract Budget Revisions

PURPOSE: To provide guidance on contract budget revisions.

SUBSTANCE: When it is necessary to request a contract budget revision, you can make the changes on the monthly CPR. Simply mark your requested revisions in the side column next to the line items that you are requesting to change and then have the Director sign his/her approval of the budget revision. Once they are received by this office, a contract modification will be completed.

ACTION: This Issuance becomes effective immediately and should be distributed to all staff responsible for budget revisions.

CONTACT: If you have any questions regarding this issuance, please contact Casie Baumann at (660) 327-5125.

Sharon Hays
Executive Director