



State of North Carolina

Office of State Budget and Management

Michael F. Easley
Governor and Director
of the Budget

David T. McCoy
State Budget Officer

September 26, 2005

MEMORANDUM

TO: Department Heads and Chief Financial Officers

FROM: David McCoy, State Budget Officer
Thom Wright, State Personnel Officer

SUBJECT: Personal Services Contracts

G. S. 143-64.70 requires agencies to report on the utilization of personal services contracts annually to the Office of State Budget and Management (OSBM) and to the Office of State Personnel (OSP). Prior to this year, the reporting was completed quarterly on all personal services contracts. Section 6.38 of Session Law 2005-276 modifies the requirement to include reporting on contracts annually and only on contracts that have an annual expenditure greater than five thousand dollars (\$5,000).

Please complete the attached spreadsheet and provide the information in the columns, as requested. Instructions are included in the spreadsheet. Your completed spreadsheets should be submitted by email to Donald Crooke in OSBM (Donald.crooke@ncmail.net) by no later than January 1, 2006. OSBM and OSP will compile and analyze the agency reports and submit a final report to the Joint Legislative Commission on Governmental Operations. If you have any questions, please contact Mr. Crooke by email or phone at (919) 733-7061.

Thank you.