



**STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT**

BEVERLY EAVES PERDUE
GOVERNOR

CHARLES E. PERUSSE
STATE BUDGET DIRECTOR

April 29, 2010

MEMORANDUM

TO: Department Heads and Chief Fiscal Officers
All State Departments, Institutions, and Agencies

FROM: Charles Perusse *Charles E. Perusse*

SUBJECT: State Budget Manual Update

The Office of State Budget and Management (OSBM) has posted revisions to the State Budget Manual on the OSBM website at <http://www.osbm.state.nc.us/>. These revisions are detailed below and are listed in the appendix section of the State Budget Manual.

1. Agencies are allowed one vehicle wash per month for permanently assigned Motor Fleet Management vehicles not to exceed \$15.00. A reimbursable tip not to exceed \$2.00 per wash is allowed with appropriate receipt. This addition is located in the Travel Policies and Regulations section, 5.1.28, of the State Budget Manual.
2. Under certain circumstances, agencies may employ a private employment search firm to conduct employment searches for difficult to fill professional and managerial vacancies. State funds may only be used for this purpose when non-state funds are not available. This revision is located in the Personnel Policies and Regulations section, 6.5.2, of the State Budget Manual.

Improving the State Budget Manual is an ongoing process, and OSBM will issue updates to the Manual periodically. Users are encouraged to email their comments, suggestions, or questions about the State Budget Manual to Budget-Manual-OSBM@osbm.nc.gov.