



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

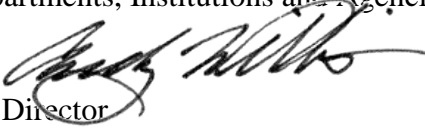
BEVERLY EAVES PERDUE  
GOVERNOR

ANDY WILLIS  
STATE BUDGET DIRECTOR

October 9, 2012

MEMORANDUM

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

FROM: Andy Willis   
State Budget Director

SUBJECT: Personal Service Contract Utilization for FY 2011-12

G. S. §143-64.70 requires that state agencies and institutions report on their utilization of personal service contracts to the Office of State Budget and Management and to the Office of State Personnel who subsequently report to the Joint Legislative Commission on Governmental Operations.

**For FY 2011-12, G.S. §143-64.70 requires listing the annual expenditure(s) per personal service contracts greater than twenty-five thousand dollars (\$25,000).**

In order to meet this requirement, please complete the attached spreadsheet and submit to Donald Crooke at [donald.crooke@osbm.nc.gov](mailto:donald.crooke@osbm.nc.gov) by close of business on Friday, December 14, 2012. Instructions for completion are included in the spreadsheet. Should you need additional information, please contact Donald Crooke by email above or via telephone at (919) 807-4729.

Thank you.

Attachment

cc: Donald Crooke, OSBM  
Ann Cobb, Interim Director, OSP  
Designated Agency Contacts for Personal Service Contract Study