



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

PAT MCCRORY  
GOVERNOR

LEE HARRISS ROBERTS  
STATE BUDGET DIRECTOR

October 24, 2014

MEMORANDUM

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

FROM: Lee Harriss Roberts  
State Budget Director

SUBJECT: Personal Service Contract Utilization for FY 2013-14

State agencies and institutions are required per G.S. §143-64.70 to report on their utilization of personal service contracts to the Office of State Budget and Management and to the Office of State Human Resources who subsequently report to the Joint Legislative Commission on Governmental Operations.

**For FY 2013-14, 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 Tuesday, December 30, 2014. 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: Neal Alexander, OSHR  
Designated Agency Contacts for Personal Service Contract Study