MEMORANDUM

TO: Ann S. Visalli, Director
Office of Management and Budget

Russell T. Larson, Controller General (if signature required by Budget Epilogue)

FROM: John Doe, Cabinet Secretary

DATE: February 5, 2009

SUBJECT: Salary Request for Division Director

Jane Smith has been selected as the Director of the Division of Counseling. I am requesting the line item salary of $78,192. Ms. Smith's resume is attached outlining her extensive experience that supports the request for the line item amount. She has over 20 years of experience in counseling.

In addition, she possesses a Master's Degree in Counseling from Blakeslee University. She has served as the Deputy for the equivalent agency in the State of Maryland.

Your favorable consideration is appreciated. If you require further information, please contact me.

Attachment

_____ _____

Ann S. Visalli, Director Approved/Disapproved Date

_____ _____

Russell T. Larson (leave this one out if not required by Epilogue) Date