Appendix A
Acknowledgment of Notification of Provisions of the Appropriation Act Relating to Indebtedness of State Agencies

To: Director, Department of Planning and Budget

Section A

All Agencies
I have received and read your instructions and notice of April, 2011, regarding indebtedness of state agencies.

Agency Name ________________________________________ Agency Code____________
Agency Head Name __________________________________________________________
Agency Head Signature _______________________________________________________
(Personal signature is required and cannot be delegated)
Date_______________ , 2011

Section B

Supervisory Board (§2.2-2100 of the Code of Virginia)
I have provided each member of the board of this agency with a copy of the notice in this memorandum and I will provide the same material to those appointed to the board in the future.

________________________________________
Personal Signature of Agency Head
Date: ________________________________, 2011

Please return this acknowledgment form by mail* to:

BOS Secretary, General Provisions
Department of Planning and Budget
Patrick Henry Executive Office Building, Fifth Floor
1111 East Broad Street
Richmond, Virginia  23219

* Originals only… Copies, e-mails, or faxes of this form will not be accepted.
This form is available on DPB’s web site at the following link:
http://dpb.virginia.gov/forms/forms.cfm (search for “Acknowledgement”)