

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")