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COMMISSIONER

June 14, 2004

TO: WARDENS
HEADS OF STAFF AGENCIES
DIVISION HEADS
ADMINISTRATIVE REGULATION MONITORS

CHANGE #1
ADMINISTRATIVE REGULATION 110

INSTITUTION CONTINGENCY FUND

PURPOSE: To modify Authorized Expenditures as specified by the regulation to include expenditures for routine repairs and maintenance if the total cost of such supplies and materials is within the specified dollar limit.

CHANGES TO BE MADE:

Reference	**Action Required**
Section VII/B/1/s	Change first line from "Repairs, maintenance, renovation, and construction of" to "Renovation and construction of". Add: **v. Repairs and maintenance of buildings and components, thereof where the total of all such expenditures does not exceed $500 per month.**

File this numbered change at the back of the regulation after annotating both the index and the regulation to indicate the required changes have been completed. Advise all personnel in your organization of the change to this regulation.

Donal Campbell

Donal Campbell, Commissioner