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MEMORANDUM

**TO: All State Department and Agency Heads
 Agency Budget Officers**

April 7, 2003

FROM: John E. Burke *JEB*

**SUBJECT: Changes to Procedures for Electronic Notification of Budget Bulletin
 and Manual Issuances**

Effective April 21, 2003, the Division of the Budget will change the process for e-mail notification of Budget Bulletins, Budget Policy and Reporting Manual (BPRM) updates and similar issuances.

As of that date, DOB will discontinue sending e-mail notifications to individuals and will instead send one notification per agency to the bulletin e-mail address established pursuant to OSC Bulletin A-523. Each agency will be responsible for determining its own rules for internal distribution of different types of documents. Greater efficiency in document distribution will be achieved by returning distribution list maintenance to the agencies. (Agencies that are unable to receive e-mail or do not have Internet access will continue to receive paper copies.)

DOB will use standard "Subject" line character strings, as follows; based on the "Subject," each agency's distribution rules should direct the respective notification to the personnel identified by the agency to receive that type of issuance.

Type of Document	Standard Subject Line
Budget Bulletin	DOB BULLETIN
Budget Policy and Reporting Manual	DOB BPRM
Budget Request Manual	DOB BRM

DOB will discontinue individual notifications and use the single e-mail address for any issuances on and after Monday, April 21. If your agency has not yet established this bulletin address and notified OSC, please do so as soon as possible.

Thank you for your assistance.

NOTE: This is the only distribution of this memorandum. Please supply copies to all interested officials and employees in your department or agency at all appropriate locations.