



CITY OF CAMBRIDGE
INTEROFFICE CORRESPONDENCE

To ALL DEPARTMENT HEADS

Date APRIL 19, 1974

From JAMES L. SULLIVAN, CITY MANAGER

Reference

Subject BUDGET / PERSONNEL PROCEDURES

PLEASE BE ADVISED THAT ALL FISCAL 73-74 BUDGET ADJUSTMENTS AND PERSONNEL REQUESTS SHOULD BE MADE TO THE BUDGET-PERSONNEL DEPARTMENT. YOUR COOPERATION IN THIS MATTER CAN INSURE THAT ACCURATE AND COMPLETE RECORDS ARE MAINTAINED ON ALL BUDGET-PERSONNEL ACTIVITIES.

IF YOU REQUIRE ANY ASSISTANCE WITH BUDGET OR PERSONNEL MATTERS PLEASE CONTACT:

ALLEN TOOTHAKER, INTERIM DIRECTOR

BUDGET-PERSONNEL DEPARTMENT

EXT. 207-209

A handwritten signature in black ink, appearing to read "James L. Sullivan".

JLS/dmr

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