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Date: 3/3/2017 2:23:55 PM

Subject: Lieutenant Governor's Administration Operating Budget

Attachments: FY'17 Administration Operating Budget March 3 2017.xlsx

Danny and Lily,

I have attached the year-to-date operating budget for the administration of the Lieutenant Governor's Office. As of March 2, 2017, \$48,554.07 is available operating budget to last through June 30, 2017. The operating budget can be used to purchase the following:

- Printing
- Travel
- Lodging
- Conferences
- Office Supplies
- Furniture
- Equipment – Office, computers, laptops, etc....
- Telephone expenditures
- Copier expenditures
- Software licenses
- Promotional Items
- Business Card/letterhead/envelopes
- Stamps
- Publications
- Membership due/fee related to position, such as Lieutenant Governor's Association

This is some examples but not an all-inclusive list of every item that the funds can be used to purchase. The former Chief of Staff had a tablet to be more efficient as an example that Kevin Pondy could arrange for purchase through IT. Please let me know if you have any questions or concerns.

Thanks,

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