

DIRECTOR'S CORRESPONDENCE REFERRAL

GS 25 (REV. 6-96) (Corrected 11-97)

DEPARTMENT OF GENERAL SERVICES
OFFICE OF THE DIRECTOR, 445-3441 (or CALNET 485-3441)
1325 J STREET, SUITE 1910
SACRAMENTO, CA 95814 (or IMS C-1)

DISTRIBUTION:

Blue: Original Request
Pink: Deputy Director
Canary: Responder's Copy
White: Director's Copy

EXECUTIVE OFFICE NUMBER

TO		FROM Peter G. Stamison, Director	DATE REFERRED	DIRECTOR'S DUE DATE
SUBJ. CORRES.	FROM	REFERENCE		DATED
	SUBJECT			

ACTION	<input type="checkbox"/> Prepare reply for my signature	<input type="checkbox"/> Please give me your comments/recommendations	<input type="checkbox"/> Return all attached correspondence along with a copy of this referral to the Executive Office
	<input type="checkbox"/> Coordinate reply with _____	<input type="checkbox"/> Take whatever action you consider appropriate	<input type="checkbox"/> Furnish Governor's Office and Agency with copies via the Executive Office
	<input type="checkbox"/> Reply direct with copy to this office	<input type="checkbox"/> Prepare suggested reply for Agency Secretary's signature	<input type="checkbox"/> Prepare suggested reply for _____

COMMENTS

TO	FROM (<i>Deputy Director</i>)	DATE REFERRED	DEPUTY DIRECTOR'S DUE DATE
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SPECIAL INSTRUCTIONS, COMMENTS