

Rick Scott
GOVERNOR



Jesse Panuccio
EXECUTIVE DIRECTOR

MEMORANDUM

DATE: April 10, 2015
TO: Regional Workforce Board (RWB) Executive Directors
FROM: Lois A. Scott, Chief, Bureau of One-Stop and Program Support
SUBJECT: Draft Prior Approval Administrative Policy

Attached is a draft administrative policy that provides guidance regarding obtaining approval for administrative requirements and cost items that are only allowable with written prior approval from the awarding department.

Please review the attached draft administrative policy and provide any comments to Tisha Womack, Caroline.Womack@deo.myflorida.com, within 30 days of the issuance of this memorandum.

Thank you.

LAS/mm

Attachment: [Draft Prior Approval Administrative Policy for Regional Workforce Boards](#)

cc: Michelle Dennard
Scott C. Fennell
Dean Izzo
Damon Steffens

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