

MEMORANDUM

TO: Department of State Parks & Cultural Resources Employees

FROM: Milward Simpson, Director
Wyoming Department of State Parks & Cultural Resources

DATE: February 8, 2012

RE: Telecom Purchase Policy

In an effort to improve management oversight of our agency's 400 Series telecom budget, I am instituting a new internal policy regarding purchases.

From here on out until further notice, all Telecom work orders including requests to purchase new or upgraded land lines and/or cell phones must be submitted up the chain of command and approved by the appropriate Division Administrator. E-mail is an appropriate method.

Thank you for your cooperation and let me know if you have any questions.



Matthew H. Mead, Governor
Milward Simpson, Director