

## 1010.03 DTMB One-time Instructional or Temporary Administrative Procedures

Issued: November 30, 2011  
Revised:

### PURPOSE

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To provide for issuance, modification or rescission of administrative procedures, for effective administration of the Management and Budget Act (Public Act 431 of 1984, as amended), which have one-time instructional or temporary applicability.

### APPLICATION

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Executive Branch Departments, Agencies and Sub-units.

### CONTACT AGENCY

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### SUMMARY

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The DTMB Director may issue, modify or rescind one-time instructional or temporary administrative procedures for effective administration of the Management and Budget Act.

### APPLICABLE FORMS

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None.

### PROCEDURES

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#### DTMB Director or Designee

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- Issues, modifies or rescinds one-time instructional or temporary administrative procedures, with inter-agency or state-wide applicability, where specific provisions typically are valid for a year or less (e.g., telephone rates, service rates, budget calculation factors, etc.).

#### Agencies

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- When one-time instructional or temporary administrative procedures are received, add provisions which apply to their particular circumstances, and disseminate the information accordingly.
- Comply with procedural requirements to include obtaining clarification as needed.

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