



STATE OF MICHIGAN
OFFICE OF THE STATE BUDGET
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

MARY A. LANNOYE
DIRECTOR

November 11, 2003

MEMORANDUM

TO: Directors of Departments and Autonomous Agencies

FROM: Mary A. Lannoye
State Budget Director *MAL*

SUBJECT: Executive Directive 2003-20 – Reductions in Periodical Subscriptions

Executive Directive 2003-20 requires reductions in periodical subscriptions within the Executive Branch for fiscal year 2004. This memorandum outlines procedures necessary to implement Executive Directive 2003-20.

Expenditures for periodical subscriptions must be reduced by 15 percent for fiscal year 2004 and continuing next fiscal year.

By December 31, 2003, each department director and autonomous agency head is required to submit a reduction plan to the State Budget Director that includes the following information:

- FY 2003 actual expenditures for periodical subscriptions, including, but not limited to magazines, newsletters, and journals.
- A narrative description of your plan to reduce subscription costs.
- Projected expenditures for fiscal year 2004 based on your reduction plan.

You should implement your plan immediately; there is no need to delay implementation pending State Budget office approval. The State Budget Office will review your plan as soon as possible after submission and notify you if your plan is not acceptable.

I appreciate your cooperation in implementing this directive. If you have any questions concerning these procedures, please contact Nancy W. Duncan, Deputy State Budget Director at (517) 373-0870.

Attachment: Executive Directive 2003-20

cc: Rick Wiener, Chief of Staff
Lisa Webb Sharpe, Director of Public Policy
Nancy W. Duncan, Deputy State Budget Director
Agency Budget Directors
Internal State Budget Office Distribution