

State of California

MEMORANDUM

To: PERSONNEL MANAGEMENT LIAISONS

Date: May 15, 1992

Reference Code: 92-59

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Holders of the Department of Personnel
Administration Law Booklet

From: Department of Personnel Administration

Subject: Law Booklet

The Department of Personnel Administration (DPA) Law Booklet containing statute changes through January 1, 1992 is now available for purchase. To order this booklet, departments need to prepare a Standard Form 116, Supply Requisition, using the following:

Title: Department of Personnel Administration Law Booklet

Code: 7540-980-1001-0

Unit: Each

Cost: \$10.80

Send To: Department of General Services
Documents and Publications
4675 Watt Avenue
North Highlands, California 95660
Phone: (916) 973-3700 or ATSS 480-3700

The DPA Rules, and ongoing updates are also available for purchase from Barclay's Law Publishers. To order this booklet, departments need to prepare the appropriate purchase order, using the following:

Title: Title 2, Administration -- Administrative Personnel

Code: 02-01-000 (Basic Code)
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This information should be forwarded to persons responsible for ordering the law and rule booklets. Questions regarding the DPA Law Booklet can be addressed to Julie Lowe at (916) 324-9351 or ATSS 454-9351.



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