
OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM

TO: MARLA RUTH, SCHEDULING DIRECTOR
FROM: ERICH HOWARD, DIRECTOR OF GENERAL SERVICES
SUBJECT: ACTING GOVERNOR PAY FOR LT. GOV AND PRESIDENT PRO TEM.
DATE: 6/13/2000
CC: GOV. MUSGROVE, DAVID COLE, JOHN GILBERT

In order to process the payroll for Acting Governor for the Lt. Governor, the President Pro Tempore and other officials (if necessary), the following information is needed, based on information and records kept by previous administrations. This paperwork determines and confirms the times the Governor was out of state and is used for audit purposes.

- 1) Daily calendar from January to June 30, 2000 with accurate arrival and departure times (ex. If the Governor was scheduled to leave at 1:00 PM but did not depart until 3:00 PM)
- 2) All letters informing the Lt. Governor of Acting Governor status
- 3) All confirmation letters from Lt. Governor office
- 4) All letters informing the President Pro Tempore of Acting Governor status
- 5) All confirmation letters from President Pro Tempore office
- 6) All letters to other officials if Lt. Governor and President Pro Tempore were out of state

I have three (3) letters to the Lt. Governor's office informing her of the Acting Governor status. These letters are dated March 20, March 24 and May 9, 2000. I need to ensure that all trips are accounted for by all parties.

Please provide the information by Friday, June 23, 2000. The Governor's Office must confirm all times with the Lt. Governor and President Pro Tempore's offices before the payroll can be run.

Thanks.