



Natural  
Resources  
Conservation  
Service

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Transmitted via email

April 1, 2004

MINNESOTA BULLETIN NO. 120-4-12

SUBJECT: ADS - CONFERENCE ROOM RENTALS

Purpose. To advise offices of GSA approval to rent conference room space.

Expiration Date. October 1, 2004.

GSA has again granted Natural Resources Conservation Service in Minnesota authority to lease conference room space on its own beginning April 1, 2004 through September 30, 2004.

A list of approved locations is attached. Should offices require conference room space elsewhere in the state, follow procedures found in GM120, Part 407.

Employees are to follow state and area policies and proper procurement requirements when renting conference room space.

Questions may be directed to Laurie Otte, ADS, at (651) 602-7901.

WILLIAM HUNT  
State Conservationist

Attachment

DIST: AE