

United States Department of Agriculture



Natural Resources Conservation Service
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“Transmitted via Email”

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MINNESOTA BULLETIN NO. 120-5-2

SUBJECT: ADS - CONFERENCE ROOM RENTALS

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

Expiration Date. September 30, 2005.

GSA has again granted Natural Resources Conservation Service in Minnesota authority to lease conference room space on its own beginning October 1, 2004 through March 31, 2005.

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: AO