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DEPARTMENT OF ADMINISTRATION
OFFICE OF THE DIRECTOR
BUDGET AND PLANNING DIVISION



State of Nevada
Office of State Controller
Carson City, Nevada 89701-4786

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State Controller

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November 27, 2012

Mr. Jeffrey Mohlenkamp, Director
Budget and Planning
Department of Administration

Dear Mr. Mohlenkamp:

I would like to take this opportunity to recognize and thank Russell Cook for his contribution to the efficiency and effectiveness of the State's annual budget closing process. He automated the exchange of information which was previously transmitted using paper and human delivery services.

Jean Robbins, who handles the budget closing process in our office, informed me about Mr. Cook's accomplishment. Jean had this to say:

"I would like to commend Russell Cook and the program he created for the budget closing documents. I can't say enough about the ease of use and time savings. It made my job so much smoother. It was especially helpful when he created a dashboard, where I could check the progress of all the budgets. He saved the State money, time, and resources."

"In the past, we had to print off green-bar sheets with four copies, divide them into agency groups, send them through the inter-office mail, re-print and re-send them if they got lost."

"This year, the documents didn't have to go anywhere. It was wonderful to be able to contact Budget, if necessary, request a document to be corrected and know that it didn't have to go back and forth through the mail for any reason. Additionally, it was helpful when I had the dashboard installed and could print off a corrected document in my own office right away. I can't begin to say how much I think that Russell Cook's work has benefitted the State."

Nevada has many great employees and it is nice to be able to recognize an exceptional one. Please extend to Mr. Cook our appreciation for his excellent work.

Sincerely,

A handwritten signature in cursive script that reads "Kim R. Wallin".

Kim R. Wallin, CMA, CFM, CPA

cc: Stephanie Day
Mike Torvinen
Russell Cook
Jean Robbins