

# MAINE STATE LEGISLATURE

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EXECUTIVE ORDER  
BY THE  
GOVERNOR OF MAINE

TO: All General Fund Departments and Agencies

March 8, 1968

I am sure that each of you is aware of certain economic factors currently existing which indicate the probability that General Fund revenues will not reach anticipated levels. I am also sure that you all feel as I do that we must take reasonable steps to assure a favorable balance between undedicated revenues and appropriations at the year end. In order to accomplish this objective, I hereby direct that each agency, within the General Fund, reassess <sup>his</sup> fourth quarter program to the end that a 10% savings of this appropriation will result at June 30, 1968.

I suggest that each of you, in order to assure that the 10% saving can be realized, take the following steps:

1. Reduce both "in" and "out"-of-state travel.
2. Establish a limit on long distance telephone calls.
3. Curtail the purchase of office and institutional supplies. All inventories shall be maintained at the minimum level required for efficient operation.
4. Purchase and repair of capital items must be minimized.
5. Vacant and new positions should not be filled unless the department head judges the position to be one of a critical nature and to be essential to the carrying out of his program.
6. Such other economies as you may legally effect.

The Department of Finance shall continue to evaluate all requests for reallocation of allotment reserves and will approve such requests only when supported by emergency justification.

If you, as a department head, feel that an unreasonable hardship will result if you comply with this directive, you should immediately contact the State Budget Officer and discuss your situation.

KENNETH M. CURTIS  
GOVERNOR