



COUNTY OF SANTA CRUZ

[INSERT DEPARTMENT LETTERHEAD]

MEMORANDUM

DATE:

TO: Carlos Palacios, County Administrative Officer

FROM: (DEPARTMENT HEAD)

RE: Relocation Reimbursement for (Applicant's name)

SAMPLE MEMO TO CAO

Personnel Regulations Section 165 R - Relocation Assistance provides that the County Administrative Officer is authorized to approve requests for relocation assistance for difficult to recruit classifications up to a maximum of \$10,000 based on actual costs.

In accordance with this regulation, the (Department Name) is requesting relocation assistance up to a maximum of \$_____. (Department to insert information about why this is necessary, i.e. out-of-state, in-state, difficulty of recruitment, etc. Brief statement is fine.)

Approved:

Carlos J. Palacios, County Administrative Officer

Date