

Brian Sandoval
Governor



Jeff Mohlenkamp
State Budget Director

Stephanie Day
Deputy State Budget Director

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Budget Division

209 E. Musser Street, Room 200 | Carson City, NV 89701-4298
Phone: (775) 684-0222 | www.budget.nv.gov | Fax: (775) 684-0260

POLICY DIRECTIVE #D-2012-14

December 14, 2012

TO: All Agencies

FROM: Jeff Mohlenkamp, Director
Department of Administration 

SUBJECT: Revisions to Contract Entry and Tracking System (CETS) Format Guidelines

For clarification purpose, revisions have been made to the CETS format guidelines to include a distinction between contracts with new services and contracts that continue ongoing services on the Purpose of Contract section of the Contract summary form. These revisions can be found on the Budget Division website in the CETS Manual under the Detail Tab, which starts on page 4. The revisions are effective immediately and should be used for all contracts.

http://budget.nv.gov/uploadedFiles/budgetnvgov/content/Documents/CETS_Manual.pdf

Please contact your budget analyst if you have any questions.