

Brian Sandoval
Governor



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Director

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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION

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POLICY DIRECTIVE #D-2013-05

July 1, 2013

TO: All Agencies

FROM: Jeff Mohlenkamp, Director
Department of Administration

A handwritten signature in blue ink, appearing to read "Jeff Mohlenkamp".

SUBJECT: Billing for Department of Administration Assessments

Beginning in fiscal year 2014 the Administrative Services Division (ASD) will process certain Department of Administration Assessments as annual billings (“Snatch and Grab” – II document in Advantage) for all customer agencies primarily funded by the General Fund and Highway Fund. ASD will bill the annual amount reflected in the agency’s Legislatively Approved budget. Assessments that will be billed annually are:

- Risk Management’s Assessment
 - Vehicle Comp & Collision Insurance - Expense GL 7052
 - Property and Contents Insurance – Expense GL 7051
 - Employee Bond – Expense GL 7050
- Purchasing Assessment – Expense GL 7393
- Division of Human Resource Management’s Assessments
 - Personnel Assessment – Expense GL 5400
 - Payroll Assessment – Expense GL 5700
- Enterprise Information Technology Assessments
 - Infrastructure Assessment – Expense GL 7554
 - Security Assessment – Expense GL 7556

ASD will continue to process quarterly II documents for customer agencies that rely on fees for their revenue and other assessments and allocations not identified above. If you have questions, you may contact Chris Apple (ASO III) at ASD (ph: 775-684-5805).