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STATE OF NEVADA  
DEPARTMENT OF ADMINISTRATION  
*Budget Division*

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**POLICY DIRECTIVE #D-2013-11**

October 10, 2013

**TO:** All Agencies

**FROM:** Jeff Mohlenkamp, Director  
Department of Administration

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

**SUBJECT:** Required Form for Stale Claims

The Budget Office has developed a form that all agencies should be using when they prepare and submit stale claims to this office for approval. The form is intended to create consistency and ensure all required information is provided for review along with the applicable vendor payment documentation. The Stale Claims Request form is located on our website at the following link: <http://budget.nv.gov/Forms/>.

The new form requirement will not be applied to any stale claims that are currently in process at the Budget Office or those that are in process at the agency level. However, **any stale claim requests received after November 1, 2013 must be submitted using the new form or they will be returned to the agency.** Please contact your assigned analyst if you have any questions.