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**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION**

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POLICY DIRECTIVE #D-2013-14

December 11, 2013

TO: All Agencies
FROM: Stephanie Day, Deputy State Budget Director
Department of Administration

A handwritten signature in blue ink that reads "Stephanie Day".

SUBJECT: New Policy regarding Stale Claims

At their December 3, 2013 meeting, the Board of Examiners approved changes to the stale claim process pursuant to [AB 463](#) of the 2013 Legislative Session, as well as other modifications.

The primary changes are as follows and are effective immediately:

- The Clerk of the Board can designate authority to all state agencies to pay stale claims that are less than \$100 from current year funds (regardless of funding source and this includes payroll claims). These claims do not require Budget Office approval.
- All state agencies may pay stale claims with current year appropriations in advance of requesting contingency funds or a supplemental appropriation when claims exceed the amount of the reversion for the year in which the obligations represented by the stale claims were incurred. This does not imply/suggest the agency is automatically entitled to contingency funds or a supplemental appropriation. The agency must first justify the need as the normal process requires.

The new changes will be incorporated into the State Administrative Manual, which is available on the Budget Division's website under the Documents menu.

If additional clarification is needed please contact your assigned budget analyst.