

Brian Sandoval  
Governor



James R Wells, CPA  
Director

Janet Murphy  
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](http://www.budget.nv.gov) | Fax: (775) 684-0260

**POLICY DIRECTIVE #BD-2015-07**

June 29, 2015

TO: All Agencies

FROM: James R. Wells, Director  
Department of Administration 

SUBJECT: Annual and Quarterly Department of Administration Billings

Beginning in fiscal year 2016, the Administration Services Division (ASD) will process Department of Administration billings for assessments, cost allocations, and other specified billings as II documents (also known as "Snatch and Grab"). For those customer agencies that are primarily funded by General and/or Highway Funds, these IIs will be processed annually near the beginning of the fiscal year. For those customer agencies that rely on fees for their revenue, as well as other assessments and allocations not identified below, the II documents will be processed quarterly. These billings will be based on the "budgeted amount" as reflected in the agency's Legislatively Approved budget. Following are list of the assessments, allocations, and services that will be billed as IIs:

- Buildings and Grounds
  - State Owned Building Rent – Expense GL 7100
  - Lease Assessment – Expense GL 7255
- Division of Human Resource Management's Assessments
  - Personnel Assessment – Expense GL 5400
  - Payroll Assessment – Expense GL 5700
  - Agency HR Cost Allocation – Expense GL 7395
- Enterprise Information Technology Assessments
  - Infrastructure Assessment – Expense GL 7554
  - Security Assessment – Expense GL 7556
  - PC/LAN Tech Cost Allocation – Expense GL 7399
  - SilverNet – Expense GL 7542
  - UNIX Support – Expense GL 7530

- NSLA – Mail Services
  - Interdepartmental Mail Services – Expense GL 7285
- Purchasing Assessment – Expense GL 7393
- Risk Management’s Assessments
  - Vehicle Comp & Collison Insurance – Expense GL 7052
  - Property and Contents Insurance – Expense GL 7051
  - Employee Bond – Expense GL 7050
- SWCAP – Expense GL 9159

Department of Administration ONLY Billings

- ASD Cost Allocation – Expense GL 7439
- DOA, Director’s Office – Expense GL 7394
- Enterprise Information Technology
  - CIO Cost Allocation – Expense GL 7394
  - Facility Rent Cost Allocation – Expense GL 7397
  - Staff Cost Allocation – Expense GL 7395
- SPWD Administration Cost Allocation – Expense GL 7398

All billings will be prepared with organization code 0000 and no job number information. If an agency would like this changed, send an email to Shannon Atkins at [satkins@admin.nv.gov](mailto:satkins@admin.nv.gov) with the budget account, organization code, job number, and distribution percentage if needed.

If you have any questions, you may contact Brandy Cox (ASO II) at ASD (phone: 775-684-5806), Chris Apple (ASO III) at ASD (phone: 775-684-5805), or Shannon Atkins (MA III) at ASD (phone: 775-684-0283).