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**STATE OF NEVADA
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ALL AGENCY MEMO – 2017 – 11

August 10, 2017

TO: All Agencies

FROM: James R. Wells, Director
Governor's Finance Office 

SUBJECT: Unauthorized Credit Accounts

Section 1556 of the [State Administrative Manual](#) requires agencies use the State of Nevada's Procurement Card (PCard) Program administered by the State Purchasing Division. Agencies are not authorized to establish credit accounts with other merchants. Information and guidelines governing the State's Procurement Card Program can be found on the Purchasing Division's website under [Credit Card Programs](#).

Credit accounts with vendors such as: Lowes, Home Depot, Office Depot, Office Max, Staples, Amazon and Sears are not allowed. Agencies with credit accounts other than a PCard should close all such accounts. These vendors may still be utilized through authorized means of purchase, such as purchase orders and PCard.

If you have any questions, please contact Vita Ozoude at the Division of Internal Audits by phone at (775) 687-0136 or by email at vcozoude@finance.nv.gov