



**STATE OF NEVADA
GOVERNOR'S FINANCE OFFICE**

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ALL AGENCY MEMO – 2018 – 05

June 14, 2018

To: All Agencies

From: James R. Wells, Director 

Subject: Users Request for State Administrative Manual (SAM) Changes

Policy for State Administrative Manual (SAM) Changes

Pursuant to NRS 232.004, changes to the SAM require public posting not less than 30 days prior to the date on which they will be considered by the Board of Examiners (BOE) for adoption. Recommended changes will be posted on the Governor's Finance Office website: http://budget.nv.gov/SAM_Changes/.

The process to update SAM is described below. The form is on page 3 and is also available on the Governor's Finance Office website under the link for the State Administrative Manual, Form – Request SAM Changes.

- Agencies must submit a redline version of the chapter to be amended. A final version of the chapter with all changes incorporated is not acceptable. New language must be in blue and underlined (e.g., "[Board of Examiners shall](#)") and existing language to be deleted must be shown in red with strikethrough (e.g., "~~Board of Examiners shall~~"). The proposed revision must be submitted to the assigned Executive Branch Budget Officer using the required template (page 3) that includes the proposed BOE meeting date it will be heard.
- The Executive Branch Budget Officer and the Division of Internal Audits will review the changes and may ask questions regarding the proposed changes.

Once the revised language has been reviewed, it will be submitted to BOE for approval.

- Governor's Finance Office staff will post the proposed SAM changes on the Governor's Finance Office website under the "Notification of SAM Changes" link on the home page. http://budget.nv.gov/SAM_Changes/ at least 30 days prior to the BOE meeting date on which the revision will be presented.
- Governor's Finance Office staff will also send a link to the proposed changes to SAM through the agency's listserv distribution.
- Once BOE has approved/disapproved the changes, Governor's Finance Office staff will make changes on the "Notification of SAM Changes" webpage on the Governor's Finance Office website and if applicable update the SAM and post the revised SAM on the Governor's Finance Office website under the " State Administrative Manual" link:
- <http://budget.nv.gov/uploadedFiles/budgetnv.gov/content/Governance/SAM.pdf>
- The Table of Contents on page two of the SAM show the date on which each chapter was last revised. Chapters with a blank revised date were last updated prior to January 2015.

REQUEST FOR CHANGES TO THE STATE ADMINISTRATIVE MANUAL

Agency Code:

Department:

Division (if applicable):

Appointing authority:

Agency contact (name, phone and e-mail):

Executive Branch Budget Officer:

Proposed BOE date:

Proposed effective date:

1. Reason/purpose for requested change:
2. Explain how the recommended change(s) will benefit agencies or create consistencies or efficiencies, etc. (provide examples if applicable):
3. Will recommended change have a fiscal impact (if yes, explain):
4. Provide proposed changes in a word document as an attachment following the required format.

Approved by Board of Examiners

Signature – Clerk of the Board

on: _____