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

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**ALL-AGENCY MEMORANDUM 20-10**

March 23, 2020

To: All Agencies  
From:   
Susan Brown, Director  
Subject: Non-essential Spending, Essential Functions

As you are aware, in response to the COVID-19 pandemic, on 3-13-2020, Governor Sisolak held a press conference to announce that he has issued a Declaration of Emergency in the State of Nevada. While the unprecedented actions taken by the Governor to protect Nevada citizens are necessary and prudent, we acknowledge that they will undoubtedly have significant and far reaching economic impacts across the spectrum of private businesses and governmental entities in Nevada.

In his 3-17-2020 press conference the governor said the following:

*"We must protect the health and safety of the public and our state workforce while ensuring that the important work of our state government does not grind to a halt.*

*These are unprecedented circumstances that call for creative solutions.*

*Lastly, we are also instituting a hiring freeze and encouraging state agencies to limit spending to essential, emergency purchases."*

Based on the directions provided by the Governor regarding limiting services and activities to essential services, we are reminding state agencies to be extra vigilant in evaluating and determining priorities with regards to their mission, essential services, functions and expenditures. Please note, until further notice, the Governor's Finance Office will be closely monitoring and evaluating agency budget related activities and requests to ensure they are in line with the Governor's actions and directions.

The following are considered essential functions that must continue:

- Receiving and recording Revenue
- Drawing Federal Funds
- Processing Payroll
- Paying Invoices

All other essential program functions are at the determination of the individual department director or agency head, in consultation with the Governor's Office and Department of Administration where necessary.

Note that the following activities/requests will be evaluated and/or restricted based on whether they meet the "essential" services/activity criteria:

- Hiring
- Overtime
- NPD-19 and NPD-4 requests
- Contracts
- Leases
- Requests to contract with current or former employees
- Work programs
- Contingency requests
- Travel
- Legislatively-approved programs not yet implemented

Additionally, we ask that you actively review your budgets and operations to see where you can find savings or make process changes to reduce expenditures.

Please understand that this is new territory for all of us. We do not have an exhaustive definition of "essential" for every agency or every activity, so we ask for your participation and collaboration as we move forward and try to apply this directive as equitably and expediently as possible. Please work closely with your GFO Budget Officer to ensure we continue to provide necessary and essential services to our citizens and local and state entities as we maneuver through these challenging times.