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ALL AGENCY MEMORANDUM #2010-03

January 13, 2010

TO: All Agencies

FROM: Andrew K. Clinger, Director
Department of Administration

SUBJECT: CONTRACT ENTRY AND TRACKING SYSTEM (CETS) FORMAT
EXAMPLES FOR CONTRACT SUMMARIES

As you know, the Contract Entry and Tracking System (CETS) was rolled out to agencies on October 12, 2009. Since that time, we have continued to refine the system and appreciate agency feedback with regards to the system's performance.

Consistent with the Governor's initiative, the ultimate goal will be to provide agency contract data on the Open Government website <http://www.NevadaSpending.com>. As such, we have developed consistent language for agencies to use when they describe the purpose of their contracts in the "Purpose of Contract" section in CETS. The formatting examples are provided in a separate document posted on our website located at http://budget.state.nv.us/allagencymemos/memos2010/CETS_purpose_format_examples.pdf. Agencies should begin using the prescribed formats effective immediately. Please contact your assigned budget analyst if you have any questions.

Thank you,


Andrew K. Clinger, Director