



**DEPARTMENT OF ADMINISTRATION**

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**ALL AGENCY MEMORANDUM #2010-42**

October 11, 2010

**TO:** All Agencies

**FROM:** Andrew K. Clinger, Director  
Department of Administration

**SUBJECT:** CONTRACTS REQUIRING CLERK OF THE BOARD OF EXAMINERS APPROVAL WHERE NEVADA STATE BUSINESS LICENSE OR EXEMPTION OF NEVADA STATE BUSINESS LICENSE IS PENDING

Effective immediately, agencies shall ensure that all contracts submitted to the Budget Office, which require Clerk of the Board of Examiners (BOE) approval, have been verified as having a Nevada business license and are in good standing in all areas of the Secretary of State's business requirements unless the contractor is exempt or has qualified for an exemption from the business license. Any non-BOE contracts submitted, where the license or exemption is pending, will be returned to the agency.

This policy will now be enforced since the Secretary of State's Office has indicated they no longer have a backlog of business license applications. The Budget Office is still accepting contracts requiring BOE approval, where the license is pending, given agency deadlines for the BOE monthly meetings. If you have any questions, please contact your assigned analyst in the Budget Division.

Thank you.

A handwritten signature in blue ink, appearing to read "A. Clinger", written over a horizontal line.

Andrew K. Clinger, Director