

REQUEST FOR CHANGES TO THE STATE ADMINISTRATIVE MANUAL (SAM)

Agency Code: 080
Department: Department of Administration
Division (if applicable): Budget and Planning
Appointing authority: Jeff Mohlenkamp
Agency contact (name, phone and e-mail):

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1. Reason/purpose for requested change:
Eliminate requirement for Budget Division to approve RXQs and “Try and Buy” purchases.
2. Existing and recommended language in SAM (*blue bold italics* is new language being proposed and ~~red strikethrough~~ is deleted language being proposed).

1511 Approvals

The following products require prior approval from other State agencies before the Purchasing Division can place orders.

1. New or used passenger vehicles, light trucks and vans require Budget Division approval. Agencies shall refer to SAM 1300 on policies for State Vehicles.
2. All computers, laptops, file servers and software require pre-approval from the Department of Information Technology (*NRS 242.151 to .181*).
3. All microfilm and imaging equipment requires the approval of the Micrographics Division of the Department of Cultural Affairs.
 - a. Obtain Micrographics Division approval (**SAM 2052.4**).
 - b. Indicate approval on requisition and submit to the Purchasing Division.
4. Purchase of telephone systems and related equipment:

All requests for new telephone equipment by State agencies must be reviewed and approved by the Telecommunications Division of the Department of Information Technology before submission to the Purchasing Division. The procurement of telephone equipment over \$1,000 per purchase and not on open term contract is subject to the comprehensive selection requirements of State law. Agencies should plan far enough in advance to allow for this procedure.

5. Occasionally agencies have a need to evaluate a piece of equipment before it is purchased. These “try and buy” acquisitions must be approved in writing by ~~the Budget Division and~~ the Purchasing Division prior to the evaluation period.

~~6. The Budget Division must approve all equipment as defined in SAM 1544 and any computers, laptops, file servers or software purchases over \$1,000.~~

3. Explain how the recommended change(s) will benefit agencies or create consistencies or efficiencies, etc. (provide examples if applicable):

RXQs and “Try and Buys” are immaterial in the scope of agency expenditures. By eliminating the Budget Division from approving these transactions, agencies requests will be processed quicker.

4. Will recommended change have a fiscal impact (if yes, explain):

No.

5. Proposed effective date:

As soon as approved by the Board of Examiners.

BOARD OF EXAMINERS APPROVAL DATE: _____
(for BOE use only)