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

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June 30, 2023

TO: Recipients of Nevada Legislative Special Appropriations

FROM: Tiffany Greenameyer Director of the Governor's Finance Office, Budget Division

SUBJECT: **Instructions for entities to request General Fund Appropriations in accordance with Assembly Bill 525 (AB525) and/or Senate Bill 341 (SB341) also known as the "Christmas Tree" bills.**

The 2023 Legislature approved Assembly Bill 525 (AB525) and Senate Bill 341 (SB341) also known as the "Christmas Tree" bills, which make appropriations for various purposes relating to health, education, employment, and other community services from the State General Fund.

To accept the money appropriated by AB525 and/or SB341, the entity will need the following:

- 1) Entities must be established as a registered vendor with the State of Nevada Controller's Office. Instructions to register can be found online. Please see link below:  
<https://controller.nv.gov/VendorDB/VendorRegistrationReq/>
- 2) The entity will need to request funds by filling out the Special Appropriation Draw Request and emailing it to [budget@finance.nv.gov](mailto:budget@finance.nv.gov). Alternatively, requests can be mailed to:  
Governor's Finance Office  
Budget Division  
209 E. Musser Street, Suite 200  
Carson City NV 89701-4298

Please note that there are requirements upon acceptance of the money appropriated by these acts which are listed below by bill number and section:

**Assembly Bill 525 Requirements:**

**Sec. 55.** Upon acceptance of the money appropriated by this act, the entity that accepts the money agrees to:

1. Prepare and transmit a report to the Interim Finance Committee on or before December 20, 2024, that describes each expenditure made from the money appropriated by this act from the date on which the money was received by the entity through December 1, 2024;
2. Prepare and transmit a final report to the Interim Finance Committee on or before September 19, 2025, that describes each expenditure made from the money appropriated by this act from the date on which the money was received by the entity through June 30, 2025; and
3. Upon request of the Legislative Commission, make available to the Legislative Auditor any of the books, accounts, claims, reports, vouchers or other records of information, confidential or otherwise, of the entity, regardless of their form or location, that the Legislative Auditor deems necessary to conduct an audit of the use of the money appropriated by this act.

**Sec. 56.** Any remaining balance of the appropriations made by sections 1 to 54, inclusive, of this act must not be committed for expenditure after June 30, 2025, by the entity to which the appropriation is made or any entity to which money from the appropriation is granted or otherwise transferred in any manner, and any portion of the appropriated money remaining must not be spent for any purpose after September 19, 2025, by either the entity to which the money was appropriated or the entity to which the money was subsequently granted or transferred, and must be reverted to the State General Fund on or before September 19, 2025.

**Senate Bill 341 Requirements:**

**Sec. 35.** Except for a state agency, as defined in NRS 223.470, upon acceptance of the money appropriated by this act, the entity that accepts the money agrees to:

1. Prepare and transmit a report to the Interim Finance Committee on or before December 20, 2024, that describes each expenditure made from the money appropriated by this act from the date on which the money was received by the entity through December 1, 2024;

2. Prepare and transmit a final report to the Interim Finance Committee on or before September 19, 2025, that describes each expenditure made from the money appropriated by this act from the date on which the money was received by the entity through June 30, 2025; and

3. Upon request of the Legislative Commission, make available to the Legislative Auditor any of the books, accounts, claims, reports, vouchers or other records of information, confidential or otherwise, of the entity, regardless of their form or location, that the Legislative Auditor deems necessary to conduct an audit of the use of the money appropriated by this act.

**Sec. 36.** Any remaining balance of the appropriations made by sections 1 to 34, inclusive, of this act must not be committed for expenditure after June 30, 2025, by the entity to which the appropriation is made or any entity to which money from the appropriation is granted or otherwise transferred in any manner, and any portion of the appropriated money remaining must not be spent for any purpose after September 19, 2025, by either the entity to which the money was appropriated or the entity to which the money was subsequently granted or transferred, and must be reverted to the State General Fund on or before September 19, 2025.

Requests will be processed within ten business days of receipt of the request form.

If you have any questions or concerns about how to accept appropriations within AB525 or SB341, please contact the Budget Division's main office at (775) 684-0222.