

Brian Sandoval  
Governor



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**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Budget Division*

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**POLICY DIRECTIVE #D-2014-07**

May 9, 2014

TO: All Agencies

FROM: Julia Teska, Director  
Department of Administration

A handwritten signature in blue ink that reads "Julia Teska".

SUBJECT: Petty Cash Accounts

Many agencies have received authorization under NRS 353.252 to establish a petty cash account. These accounts have either been in place for years or may have been eliminated. Therefore, we are requesting your assistance to reconcile all active petty cash accounts to ensure our log is accurate. Please provide the location and a brief justification for the necessity for each of your active accounts to your assigned budget analyst on or before May 30, 2014. After this initial reporting deadline, we will request a biannual update beginning July 1, 2017 and every two years thereafter.

If you have any questions, please contact your assigned budget analyst.