

Brian Sandoval
Governor

James R. Wells, CPA
Director



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STATE OF NEVADA
GOVERNOR'S FINANCE OFFICE

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ALL AGENCY MEMO – 2017-13

October 9, 2017

TO: All Agencies

FROM: James R. Wells, Director
Governor's Finance Office

A handwritten signature in blue ink, appearing to read "J. Wells".

SUBJECT: Petty Cash Accounts

Section 2535 of the [State Administrative Manual](#) requires the Clerk of the Board of Examiners to maintain a log of petty cash accounts by agency. In order to insure the list is accurate, agencies are asked to complete the attached Petty Cash Account Confirmation form and return the form to the Governor's Finance Office, Budget Division by November 9, 2017. Any budget account that does not have a petty cash account please mark "NA" next to that budget account number.

If you have any questions, please contact the Budget Division by phone at (775) 684-0222.

