




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

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ALL AGENCY MEMO #2017-17

November 27, 2017

To: All Agencies

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

Subject: Amendments to Existing Contracts and Contract Logs

Pursuant to SAM 0343 (provided below), agencies are required to maintain a current contract log for contracts of \$2,000 or more. The log should identify the total approved contract authority and all contract payments made under the contract since its inception. Agencies are not allowed to exceed the total contract authority and are responsible for ensuring there is sufficient contract and budget authority to cover payments to the vendor under the terms and conditions of the contract.

0343 Contract Logs and Database

Agencies shall maintain contract log sheets and enter data into the State Purchasing Division's Contract Database Management System for all agency contracts (BOE, Non-BOE, interagency and interlocal) of \$2,000 and over. A contract log sheet should include the agency name, vendor name, approved budget and category authority (initial contract and all amendments), contract beginning and ending dates, and the total amount of the contract. Each payment should be recorded on the log and include the document number and the remaining balance. Travel payments must be detailed separately.

Effective on December 1, 2017, agencies will be required to include a current contract log with any amendment to an existing contract submitted to the Budget Division for approval. The contract log must clearly detail the full contract authority (including the original contract and any previous amendments), all payments made against that authority and the remaining balance available. One hard copy must be attached to the submitted contract packet and an electronic copy must be attached in CETS under the Additional Information tab, in the "Does not print on BOE Agenda" folder.

This requirement does not apply to agencies using a statewide or "good of the state" Master Service Agreement (MSA). The State Purchasing Division of the Department of Administration is responsible for tracking the spending and remaining authority of MSA contracts and for submitting amendments to the Board of Examiners as necessary.

If you have questions, please contact your assigned Executive Branch Budget Officer.