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ALL AGENCY MEMO #A 2017-03

April 24, 2017

TO: All Agencies

FROM: James R. Wells, Director 

SUBJECT: Clarification of Certain Leases

It is the policy of the Board of Examiners that storage space leases be submitted from all Executive Branch agencies. As outlined in the State Administrative Manual section 0328 (Lease Contracts), agencies may negotiate their own leased space used strictly for storage. However, these leases are subject to the same Board of Examiners approval thresholds as contracts. The thresholds are \$0 - \$1,999 require approval of the agency head; \$2,000 to \$49,999 require the approval of the Clerk of the Board of Examiners, or designee, on behalf of the Board of Examiners; \$50,000 or more require the approval of the Board of Examiners.

It is also the policy of the Board of Examiners that both office space leases and storage space leases be submitted from all boards and commissions. Please note that each board or commission must have a Deputy Attorney General review and approve to form its leases.

The Budget Division has posted on its website a template for submission of storage leases for all agencies, boards and commissions, as well as operating (i.e., office space) leases for boards and commissions <http://budget.nv.gov/Forms/>.

Please note a summary sheet that must accompany the leases signed by the agency/board/commission when submitted to the Budget Division. Boards and commissions must also have their Deputy Attorney General approve the operating lease as to form.

If you have any questions or concerns, please consult your assigned analyst in the Budget Division.