




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

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ALL AGENCY MEMO – 2019-03

June 24, 2019

TO: All Agencies

FROM: 
Susan Brown, Director
Governor's Finance Office

SUBJECT: Stale Claims

This memo is to remind all agencies that expenditures should be paid in the fiscal year in which they are incurred. Only claims received after the close of the fiscal year may be considered a stale claim. Pursuant to NRS 353.097, the Board of Examiners has authorized the Clerk of the Board to approve all stale claims.

Stale claims funded by General Fund appropriations are eligible to be paid from the Stale Claims Account up to the amount the budget account reverted to the General Fund in the year that the obligation was incurred. If stale claims exceed the amount of the reversion for the fiscal year in which the obligations were incurred, the state agency may pay the balance with current year funds once it is approved by the Clerk or the Clerk's designee, or request Contingency Fund allocations or a supplemental appropriation, as appropriate and justified.

For federal grants or permanent funds other than the General Fund, stale claims may be paid from current fiscal year funds, despite the age of the claim, once it is approved by the Clerk or the Clerk's designee.

A state agency may pay claims in the current fiscal year from any funding source, including General Fund, if the claim is:

- Less than \$100;
- For medical expenses pursuant to a claim from a third-party administrator; or
- For payroll expenses (should be verified by the pay center).

The Stale Claim Request Form is available on the Budget Division website under the Documents/Budget forms menu. Please reference NRS 353.097 and the State Administrative Manual (SAM), chapter 2622 for guidance.