



**DEPARTMENT OF ADMINISTRATION**

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**ALL AGENCY MEMORANDUM #2011-34**

October 26, 2011

TO: All Agencies

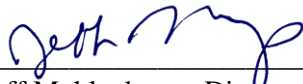
FROM: Jeff Mohlenkamp, Director  
Department of Administration

SUBJECT: HOME STORAGE OF STATE VEHICLES

Section 1306.0 of the State Administrative Manual describes the State's policy on the home storage of state vehicles. This section requires agencies to report annually to the Director of the Department of Administration on the state vehicles that are being stored in an effort to assure they are stored in compliance with this section. To meet this requirement, agencies are asked to complete the [Vehicle Home Storage Form](#) and the [Vehicle Information Sheet](#) as soon as possible, but **no later than November 10, 2011 and return the original and one copy to the Department of Administration, Budget Division.**

The W-2 Information Sheet should be completed for each budget account and the Vehicle Information Sheet should be completed for each vehicle in the possession of the agency. **ALL STATE VEHICLES BEING STORED MUST BE INCLUDED ON THESE FORMS.** IF YOU DO NOT HAVE ANY STATE VEHICLES BEING STORED, PLEASE ENTER THE DEPARTMENT, DIVISION AND THE BUDGET ACCOUNT NUMBER ON THE W-2 INFORMATION SHEET AND WRITE "NONE" ACROSS THE PAGE. Refer to the [Vehicle Utilization Table](#) if you feel that your agency does not require home storage.

Home storage of state vehicles should be authorized under very limited circumstances. Please take this opportunity to familiarize yourself with the State's policy as described in Section 1306.0 of the State Administrative Manual.

  
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Jeff Mohlenkamp, Director