

REQUEST FOR CHANGES TO THE STATE ADMINISTRATIVE MANUAL (SAM)

Agency Code: 083
Department: Department of Administration
Division (if applicable): Purchasing
Department Appointing Authority: Director Joy Grimmer
Agency contact (name, phone and e-mail): William Taylor, 775-515-5173, btaylor@admin.nv.gov
Budget Division Analyst (name, phone and e-mail): Venus Fajota, 775-684-0210, vbfajota@finance.nv.gov
Proposed BOE date: June 9, 2026
Proposed effective date: July 1, 2026

1. Reason/purpose for requested change:
To clarify that any purchase of a fixed asset requires preapproval from State Purchasing.
2. Explain how the recommended change(s) will benefit agencies or create consistencies or efficiencies, etc. (provide examples if applicable):
This change will provide clarity for agencies and align with the new requirements of CORE.NV. The State's prior financial system, Advantage 2x, did not automatically trigger a fixed asset shell at a certain dollar threshold. This required Purchasing to review purchases and ensure that all fixed assets had a FA added to the end of the commodity code to trigger the shell creation. CORE.NV does not work this way. Instead, dollar thresholds are assigned to commodity codes at the back end and are used to route workflows. For instance, a forklift commodity code is set at \$5,000, so if a state agency enters an order for a computer the system will automatically route to Purchasing following agency approval. The system will also flag the purchase as a fixed asset and generate a shell following payment. This edit will help align with the additional requested changes to SAM0305.
3. Will recommended change have a fiscal impact (if yes, explain): No
4. Existing and recommended language in SAM (*blue bold italics* is new language being proposed and ~~red strikethrough~~ is deleted language being proposed). (please provide requested change as an attachment): **SAM0304 Attached**

Department Appointing Authority: Joy Grimmer Date 5/8/2026

Clerk of the Board Review: Venus Fajota Date 5/10/2026
(required for website posting)

BOARD OF EXAMINERS APPROVAL DATE: _____
(for BOE use only)

SAM0304 Special Approvals

The following procurements require prior approval from certain agencies before any order or solicitation.

A. New or used vehicles require Board of Examiners (BOE) approval. For the purposes of this section, a “vehicle” is any wheeled apparatus that would generally require a license plate, all-terrain vehicles (ATV), utility task vehicles (UTV), side-by-sides, aircraft, watercraft, and heavy equipment. Agencies shall refer to SAM 1300 on policies for State Vehicles.

B. Information Technology projects with combined goods and services require review and approval pursuant to SAM 1600.

C. Computers, laptops, file servers, software and information systems require preapproval pursuant to SAM 1600.

D. Telecommunications equipment requires preapproval pursuant to SAM 1600.

E. Any purchase, ~~not available on contract, over \$4,999.99~~ *of a fixed asset* requires preapproval from State Purchasing.

F. Occasionally agencies have a need to evaluate a piece of equipment before it is purchased. These try and buy acquisitions must be approved in writing by State Purchasing prior to the evaluation period.