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

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ALL AGENCY MEMO - 2020-04

March 10, 2020

To: All Agencies
From: 
Susan Brown, Director
Subject: Novel Coronavirus (Covid-19) Cost Tracking

As developments around the novel coronavirus (Covid-19) continue to evolve, it is requested that all agencies track expenditures related to efforts in responding to this event. This may include costs, such as additional cleanings or an increase in the frequency of cleaning, updates to websites to inform the public, etc. Please include the budget account, category, object code, amount and description of the costs on an excel spreadsheet.

The Governor's Finance Office will ask for periodic updates of these costs. Please provide the excel spreadsheet directly to your assigned Executive Branch Budget Officer within the Budget Division when you receive requests for information.

Your cooperation is greatly appreciated.