



DEPARTMENT OF ADMINISTRATION

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ALL AGENCY MEMORANDUM #2010-25

June 3, 2010

TO: All Agencies

FROM: Andrew K. Clinger, Director
Department of Administration

SUBJECT: New Justification to Fill (JTF) System

Effective today, June 3, 2010, a web-based justification to fill (JTF) form will be available on the [Budget Division's website](#). To complete and submit new justification to fill requests, please use the link below. As of June 14, 2010, the Department of Personnel will no longer accept PDF JTF forms.

The Budget Division will contact each department director individually with approval process information.

To request an information technology (IT) consultant available via the Master Services Agreement (MSA) Contracts for IT Temporary Consultants, please complete the attached Justification for IT Master Services Agreement (MSA) form and submit the form directly to the Department of Information Technology (DoIT) for approval. A copy of the form should also be submitted to Linda DeLoach at ldeloach@purchasing.state.nv.us. Once approved, Linda will contact you. For additional information regarding the process for MSA's please contact DoIT or Linda DeLoach at State Purchasing.

If you have any questions regarding this process, please contact your assigned budget analyst within the Budget Division.

<http://nevadabudget.org/jtf>

Thank you.



Andrew K. Clinger, Director