



DEPARTMENT OF ADMINISTRATION

209 E. Musser Street, Room 200
Carson City, Nevada 89701-4298
(775) 684-0222
Fax (775) 684-0260
<http://www.budget.state.nv.us/>

ALL AGENCY MEMORANDUM #2011-25

July 25, 2011

TO: All Agencies
FROM: Jeff Mohlenkamp, Director
SUBJECT: Requests for Changes to the State Administrative Manual (SAM)

Effective immediately, the Budget Office is implementing new procedures for agencies to use when requesting changes to SAM.

Agencies will need to complete a form explaining the reason for the change; provide existing and recommended language changes; explain how the recommended change will benefit agencies; and indicate if the recommended change will have a fiscal impact. Please use the form titled *Request for changes to SAM* provided in a separate document posted on our website located at <http://nevadabudget.org/index.php/budget-forms>. Agencies should send requests to their assigned budget analyst.

Please contact your assigned budget analyst if you have any questions.

Thank you for your cooperation.



Jeff Mohlenkamp, Director