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**STATE OF NEVADA  
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**POLICY DIRECTIVE #AD 2016-02**

October 12, 2016

**TO:** All Agencies

**FROM:** Patrick Cates, Director *Patrick Cates*  
Department of Administration

**SUBJECT:** HOME STORAGE OF STATE VEHICLES

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Section 1306 of the State Administrative Manual (S.A.M.) describes the State's policy on the home storage of state vehicles. Pursuant to this Section, all agencies are required to report annually to the Director of the Department of Administration storage on all state vehicles to ensure compliance. To meet this reporting requirement, please complete the [W-2 Information Sheet](#) and the [Vehicle Information Sheet](#) as soon as possible and **submit directly to the Central Payroll Office no later than November 18, 2016.**

The W-2 Information Sheet should be completed for each budget account and the Vehicle Information Sheet should be completed for all vehicles in the possession of the agency.

**Please Note:** If you do not have vehicles being stored, you still must complete and submit these forms. Please enter the Department, Division and the Budget Account Number on the W-2 Information Sheet and write "NONE" across the page

Please keep in mind that home storage of vehicles should be authorized only under limited circumstance. Please take time to review the State's policy in S.A.M., Section 1306.

If you have any questions related to this policy or instructions, please contact Central Payroll at 775-687-9077.