

**Brian Sandoval**  
*Governor*



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*Director*

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**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**

*Administrative Services Division*

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POLICY DIRECTIVE #AD-2017-02

February 23, 2017

TO: All Agencies

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

SUBJECT: Fiscal Year 2016 Bank of America Credit Card Rebate

Yearly, the State credit card program vendor, currently Bank of America (BoFA), issues the State a rebate check based on all prior fiscal year credit card purchases on the following accounts:

- Procurement Card (P-Card) – purchase of products;
- Corporate Ghost Card - airline travel related expenses; and
- Individual Liability Account (Individual Travel Card) - employee's state related travel expenses reimbursed by the State when a travel claim is submitted.

Purchases are made using a variety of funds. The rebate will be distributed based on the agency's actual closing fiscal revenue and the type of purchase. Specifically, the disbursement will be as follows:

- The Individual Liability Account (Individual Travel Card) rebate amount will be reverted to the State's General Fund;
- The Procurement Card (P-Card) and Corporate Ghost Card rebate amount will be disbursed based upon the agency's funding source as follows:
  - General Fund Appropriations – The General Fund Account will receive the rebate amount.
  - Highway Fund Appropriation – The Highway Fund Account will receive the rebate amount.
  - Fees and/or Internal Services Funds – The agency will receive a Journal Voucher prepared by the Department of Administration, Administrative Services Division with the intended coding of the rebate associated with these purchases and the agency will need to review, sign and forward the original document to the Controller's Office for keying.
  - Federal Grants – The agency will receive a Journal Voucher prepared by the Department of Administration, Administrative Services Division for the amount of the rebate associated with these purchases and the agency must complete the credit

side coding of the journal voucher, sign and forward the original document to the Controller's Office for keying. In addition, it will be the agency's responsibility to offset future grant draws in the current fiscal year and/or return funds if the grant has expired.

Each agency receiving a rebate can access spreadsheets that contain the following:

- Agency's rebate amount for each credit card account;
- Source of the rebate;
- Detailed expenditure list of all credit card purchases; and
- Agency's actual closing fiscal year revenue breakdown.

The spreadsheets can be found at

[http://adminsvecs.nv.gov/allocations/Bank\\_of\\_America\\_Rebate\\_Information/](http://adminsvecs.nv.gov/allocations/Bank_of_America_Rebate_Information/)

If you have any further questions, you may contact Shannon Atkins by email at [satkins@admin.nv.gov](mailto:satkins@admin.nv.gov).

PC:sa

cc: James R. Wells, Director, Governor's Finance Office, Budget Division  
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