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POLICY DIRECTIVE #AD-2017-03

TO: All Agencies

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

DATE: June 16, 2017

SUBJECT: Department of Administration FY18 Snatch-n-Grab Billings

The Department of Administration's Administrative Services Division processes "Snatch-n-Grab" billings for the Statewide Cost Allocation Plan (SWCAP) and the following Department of Administration (D of A) agencies: 1) Fleet Services; 2) Buildings and Grounds; 3) Enterprise Information Technology Services (EITS); 4) Risk Management; 5) Mail Services; 6) Division of Human Resource and Management (DHRM); 7) Public Works; 8) Purchasing; 9) Administrative Services Division (ASD); and (10) the Director's Office. These transactions are keyed and approved directly into Advantage by ASD staff.

Effective July 1, 2017, the following changes are taking place:

1. ASD has created a "[Snatch-n-Grab Billing Schedule](#)". The billing schedule includes the following:
 - A list of all Snatch-n-Grab billings that may hit an agency's Budget Status Report (aka, BSR, 3.0 report, and/or Vista Report) throughout each fiscal year.
 - A billing key date. This is the date that ASD will have the billings keyed into Advantage. Billings will hit each agency's BSR shortly after this date.
 - Color coding that matches each billing to its key date.
 - An email address for agencies to contact with questions related to the billing schedule and any questions related to the billings being processed.
2. Billing claims for Snatch-n-Grab billings will **NO** longer be printed. All previous agreements and/or arrangements prior to July 1, 2017, are null and void.
3. If any agency is contacted by ASD regarding coding and a response is not received within three (3) working days, the billing will be processed with default coding (i.e. 0000 for the org code, no job number, etc.)

4. The frequency of some billings have changed. For example, SWCAP were previously billed on a quarterly basis and now will be billed annually. See the attached schedule for details.

The following is a list of the “Snatch-n-Grab” billings:

- Buildings and Grounds
 - State Owned Building Rent – Expense GL 7100 – Billed Semi-Annually
 - Lease Assessment – Expense GL 7255 – Billed Annually
 - Special Services – Expense GL 7251 – Billed Semi-Annually
- Division of Human Resource Management (DHRM)
 - Personnel Assessment – Expense GL 5400 – Billed Quarterly
 - Payroll Assessment – Expense GL 5700 – Billed Quarterly
 - Agency HR Cost Allocation – Expense GL 7395 – Billed Semi-Annually
 - Personnel Subsidy Cost Allocation – Expense GL 5440 – Billed Semi-Annually
- Enterprise Information Technology Assessments (EITS)
 - Infrastructure Assessment – Expense GL 7554 – Billed Quarterly
 - Security Assessment – Expense GL 7556 – Billed Quarterly
 - PC/LAN Cost Allocation – Expense GL 7506 (Formerly 7399) – Billed Quarterly
 - SilverNet – Expense GL 7542 – Billed Quarterly
 - UNIX Support – Expense GL 7540 (Formerly 7530) – Billed Annually
- NSLA – Mail Services
 - Interdepartmental (Mail Stop) – Expense GL 7286 – Billed Annually
- Purchasing
 - Purchasing Assessment – Expense GL 7393 – Billed Quarterly
- Risk Management’s Assessments
 - Vehicle Comp and Collision Insurance – Expense GL 7052 – Billed Annually
 - Property and Contents Insurance – Expense GL 7051 – Billed Annually
 - Employee Bond Insurance – Expense GL 7050 – Billed Annually
 - Content Only Insurance – Expense GL 7051 – Billed Annually
 - Aviation Insurance – Expenses GL 7057 – Billed Annually
 - Heavy Equipment Insurance – Expense GL 7053 – Billed Annually
- SWCAP – Expense GL 7384 (Formerly 9159) – Billed Annually

Internal Department of Administration ONLY Billings

- ASD Cost Allocation – Expense GL 7439 – Billed Quarterly
- D of A, Director’s Office Allocation – Expense GL 7394 – Billed Semi-Annually
- Enterprise Information Technology
 - CIO Cost Allocation – Expense GL 7394 – Billed Quarterly
 - Computer Facility Rent Cost Allocation – Expense GL 7397 – Billed Quarterly
 - EITS Agency IT Support Allocation – Expense GL 7507 – Billed Semi-Annually
 - Expanded Help Desk Allocation – Expense GL 7508 – Billed Annually
 - BA1386 Staff Cost Allocation – Expense GL 7395 – Billed Quarterly
- SPWD Administration Cost Allocation – Expense GL 7398 – Semi-Annually

All billings are prepared with organization code 0000 and no job number information. If an agency would like this changed, please send an email to ASDMAGroup@admin.nv.gov with the following:

1. Budget account number,
2. Organization code,
3. Activity number,
4. Function number,
5. Category number,
6. Job number, and
7. Distribution percentage (if applicable).

It is the responsibility of each agency to ensure that funds are available to pay these expenses. Please ensure that your budget account has sufficient funds available prior to the date of each scheduled billing. If your agency can complete a draw prior to the billing being keyed, we encourage you to do so.

If you have any questions, please email ASDMAGroup@admin.nv.gov. If you do not receive a timely response to your email, you may contact Shannon Atkins at ASD (ph: 775-684-0283) or Teresa Carrillo at ASD (ph: 775-684-0141).

PC:sa

Link: [FY2018 Snatch-n-Grab Billing Schedule](#)

Cc: Evan Dale, Administrator – ASD
Chris Apple, ASO3 – ASD
Brandy Cox, ASO2 - ASD
Shannon Atkins, MA3 – ASD
Teresa Carrillo, MA2 – ASD