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**STATE OF NEVADA  
DEPARTMENT OF ADMINISTRATION  
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**POLICY DIRECTIVE #AD 2017-05**

September 21, 2017

**TO:** All Agencies

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

**SUBJECT:** HOME STORAGE OF STATE VEHICLES

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Section 1311 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 **forward the original forms via interoffice mail to the Central Payroll Office no later than November 16, 2017.**

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 1311.

For questions related to S.A.M. 1311 or the Vehicle Information Sheet, please contact your department head or his/her designee authorized to approve home storage of State vehicles. For questions related to the completion of the W-2 Information Sheet, please contact Central Payroll at (775) 687-9077.