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

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MEMORANDUM

July 11, 2022

TO: Agency Fiscal Contacts

FROM: Daniel Marlow, Administrator

SUBJECT: **Fiscal Year 2023 Internal Services Billing Schedule (“Snatch-n-Grab” Billings)**

The Department of Administration, Administrative Services Division (ASD), processes internal vouchers, commonly known as snatch-n-grab billings, for internal services provided by the Department of Administration and for the Statewide Cost Allocation Plan assessments. These internal vouchers are entered directly into Advantage by ASD staff, facilitating the transfer of funds from each using agency for the billed services. **It is each agency’s responsibility to ensure that sufficient funds are available for these expenditures prior to each scheduled billing date.**

Please review the attached “FY23 Internal Service Billing Schedule.” This document contains:

- A list of all snatch-n-grab billings that will post to paying agencies’ budget accounts throughout the fiscal year.
- A billing date by which agencies should ensure their funds are available for transfer. Billings will post to various paying agency budget accounts within one week of this date.
- Color coding that corresponds to the billing date.
- Contact information paying agencies can use to reach out to ASD with questions related to the transactions being processed.

All snatch-n-grab billings will be prepared with organization code 0000, and no job number.

If you have any questions, please email [ASDMAGroup@admin.nv.gov](mailto:ASDMAGroup@admin.nv.gov) or call Thomas Milazzo at (775) 684-0258 or Noel Lopez at (775) 684-0283.

Cc: Governor’s Finance Office

# FY23 Internal Service Billing Schedule

# FISCAL YEAR 2023

BILLING DESCRIPTION	GL	Freq.	Basis	Q1	Q2	Q3	Q4
<b>ALL AGENCIES</b>							
Personnel Assessment	5400	Q	L01	09/16/22	12/16/22	03/17/23	06/16/23
EMRB Collective Bargaining Fee	5420	A	ACTUAL	07/29/22			
Collective Bargaining Assessment *	5430	A	L01	07/29/22			
Personnel Subsidy Cost Allocation	5440	S	L01		10/21/22		04/21/23
Payroll Assessment	5700	Q	L01	09/16/22	12/16/22	03/17/23	06/16/23
Employee Fidelity Bond Insurance	7050	A	L01		10/21/22		
Property & Content Insurance	7051	A	L01	08/26/22			
Vehicle Comp & Collision Insurance	7052	A	ACTUAL		12/16/22		
Heavy Equipment Insurance	7053	A	ACTUAL		12/16/22		
B&G Building Rent	7100	Q	L01	08/26/22	11/18/22	02/17/23	05/19/23
Lease Assessment	7255	Q	L01	08/26/22	11/18/22	02/17/23	05/19/23
Interdepartmental Mail Stop	7286	A	ACTUAL	08/26/22			
SWCAP	7384	Q	L01	09/16/22	12/16/22	03/17/23	06/16/23
Agency HR Services Cost Allocation	7389	Q	L01	07/29/22	10/21/22	01/20/23	04/21/23
Purchasing Assessment	7393	Q	L01	07/29/22	10/21/22	01/20/23	04/21/23
EITS UNIX Support	7540	Q	L01	07/29/22	10/21/22	01/20/23	04/21/23
EITS SilverNet	7542	Q	L01	07/29/22	10/21/22	01/20/23	04/21/23
EITS Infrastructure Assessment	7554	Q	L01	07/29/22	10/21/22	01/20/23	04/21/23
EITS Security Assessment	7556	Q	L01	07/29/22	10/21/22	01/20/23	04/21/23
<b>SELECT AGENCIES</b>							
Aviation Insurance	7057	A	ACTUAL	09/16/22			
SPWD Special Services	7251	Q	ACTUAL	10/21/22	01/20/23	04/21/23	07/21/23
EITS CIO Cost Allocation	7394	Q	L01	07/29/22	10/21/22	01/20/23	04/21/23
EITS Staff Cost Allocation	7395	Q	L01	07/29/22	10/21/22	01/20/23	04/21/23
EITS Computer Facility Rent Cost Allocation	7397	Q	L01	07/29/22	10/21/22	01/20/23	04/21/23
SPWD Administration Cost Allocation	7398	S	L01	07/29/22		01/20/23	
Dept of Admin Director's Cost Allocation	7398	Q	L01	07/29/22	10/21/22	01/20/23	04/21/23
ASD Cost Allocation	7439	Q	L01	08/26/22	11/18/22	02/17/23	05/19/23
EITS PC LAN Tech Cost Allocation	7506	Q	L01	07/29/22	10/21/22	01/20/23	04/21/23
EITS Agency IT Support	7507	Q	L01	07/29/22	10/21/22	01/20/23	04/21/23
EITS Expanded Helpdesk	7508	Q	L01	08/26/22	11/18/22	02/17/23	05/19/23
Governor's Washington Office Allocation	9127	A	L01	07/29/22			

JULY 2022							AUGUST 2022							SEPTEMBER 2022							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2		1	2	3	4	5	6						1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	31	
31																					

  

OCTOBER 2022							NOVEMBER 2022							DECEMBER 2022							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1			1	2	3	4	5						1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
30	31																				

  

JANUARY 2023							FEBRUARY 2023							MARCH 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	

  

APRIL 2023							MAY 2023							JUNE 2023							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1		1	2	3	4	5	6						1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		
30																					

Q = Quarterly  
 S = Semi-Annual  
 A = Annual

This schedule represents internal services billed by the Administrative Services Division (ASD) of the Department of Administration. Bills are processed via Internal Voucher (aka "snatch and grab") for state agencies, and will appear in agency budgets as a Payment Voucher with a transaction number beginning with "II". Please email ASDMAGroup@admin.nv.gov or call (775) 684-0258 for questions regarding this billing schedule.