



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
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All Agency Memorandum

October 16, 2019

TO: All Agencies

FROM: Deonne E. Contine, Director
Department of Administration

SUBJECT: Home Storage of State Vehicles

Section 1311 of the State Administrative Manual (SAM) 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 meet this reporting requirement, please complete the following:

- [W-2 Information Sheet](#) (complete for each budget account)
- [Vehicle Information Sheet](#) (complete for all vehicles in the possession of the agency)

Forward the original forms via interoffice mail to the Central Payroll Office no later than November 15, 2019.

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.

Home storage of vehicles should be authorized only under limited circumstance, as outlined in section 1311 of SAM.

For questions related to SAM 1311 or the Vehicle Information Sheet, please contact your department head or her/his 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.