



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
DIRECTOR'S OFFICE

515 E. Musser Street, Suite 300 | Carson City, Nevada 89701
Phone: (775) 684-0299 | admin.nv.gov | Fax: (775) 684-0298

MEMORANDUM

October 21, 2020

TO: All Agencies

FROM: Laura E. Freed, 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 all departmental approvals for home storage of 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 19, 2020.

Please Note: If you do not have vehicles being stored at home, 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.