

Joe Lombardo  
Governor



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Director

Joy Grimmer  
Deputy Director

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

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MEMORANDUM

TO: All Agencies

FROM: Joy Grimmer, Deputy Director

SUBJECT: Mail Services Fiscal Year 2024 Schedule

Please be advised of the following final Mail Services Division rates for the Fiscal Year 2024. Any questions regarding mail service needs can be sent to [mailservices@admin.nv.gov](mailto:mailservices@admin.nv.gov). Please direct all billing issues or questions to [asdbillinggroup@admin.nv.gov](mailto:asdbillinggroup@admin.nv.gov)

Budget Account	Expenditure GL	Service	Rate Unit	Frequency	FY24 Rate
1346	7285	Admin Fee	per Postage Cost	Monthly	8.70%
1346	7286	Interdepartmental Mail Stop	per Stop per Year	Annually	\$2,967.00