



STATE OF NEVADA  
DEPARTMENT OF ADMINISTRATION

*Purchasing Division*

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MEMORANDUM

March 25, 2022

TO: All State Agencies, the Nevada System of Higher Education, the Court System, the Legislative Counsel Bureau and all Political Subdivisions within the State of Nevada

FROM: Kevin D. Doty, Administrator

SUBJECT: **Year-End Purchasing Deadlines and Potential Purchasing Delays**

As we approach the end of State Fiscal Year (SFY) 2022, the Purchasing Division would like to make agencies aware that there may continue to be delays in expected delivery timeframes on some purchases due to ongoing global supply chain disruptions. Agencies anticipating ordering goods should plan on additional time for delivery and may want to, in particular, take delays into consideration when planning purchases that need to be made by the end of SFY 2022.

The Purchasing Division will continue to process requisitions that are fully accepted in the Advantage Integrated Financial System (IFS); non-contract above \$50,000 (which require a formal bid) will be processed through Friday, May 27, 2022, and those from existing contracts or non-contract under \$50,000, will be processed through Thursday, June 30, 2022.

It is important to note that when placing an order, all SFY 2022 supplies, materials, or equipment purchases will need to be physically received no later than close of business (COB) Friday, August 5, 2022, with the receiver fully accepted in IFS no later than COB Friday August 12, 2022. If the purchase cannot be delivered and received prior to the cutoff, funding will need to be in place to move the purchase to SFY 2023, or the order will need to be canceled.

If you have questions about a specific purchase or potential lead times, please contact your assigned Purchasing Officer or the Purchasing Division main line at 775-684-0170. Purchasing Officer assignments can be found on the Purchasing website: [https://purchasing.nv.gov/contact/Who\\_is\\_my\\_Purchasing\\_Officer/](https://purchasing.nv.gov/contact/Who_is_my_Purchasing_Officer/).