



**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
DIRECTOR'S OFFICE**

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POLICY DIRECTIVE #AD-2016-01

June 28, 2016

TO: All Agencies

FROM: Patrick Cates, Director 
Department of Administration

SUBJECT: Fiscal Year 17 Department of Administration "Snatch and Grab" Billings

In FY17, as with recent fiscal years, the Administration Services Division (ASD) will continue to process Department of Administration billings such as assessments, cost allocations, and many other billings as II documents (also known as "Snatch and Grab"). However, ASD will no longer bill customers annually - all billings will be processed semi-annually or quarterly. These billings will be based on the "budgeted amount" as reflected in the agency's Legislatively Approved budget. The following is a list of the assessments, allocations, and other services that will be billed as IIs:

- Buildings and Grounds
 - State Owned Building Rent – Expense GL 7100
 - Lease Assessment – Expense GL 7255
- Division of Human Resource Management's Assessments
 - Personnel Assessment – Expense GL 5400
 - Payroll Assessment – Expense GL 5700
 - Agency HR Cost Allocation – Expense GL 7395
- Enterprise Information Technology Services' Assessments
 - Infrastructure Assessment – Expense GL 7554
 - Security Assessment – Expense GL 7556
 - PC/LAN Tech Cost Allocation – Expense GL 7399
 - SilverNet – Expense GL 7542
 - UNIX Support – Expense GL 7530
- NSLA -- Mail Services
 - Interdepartmental Mail Services – Expense GL 7285

- Purchasing
 - Purchasing Assessment – Expense GL 7393
- Risk Management’s Assessments
 - Vehicle Comp & Collision Insurance – Expense GL 7052
 - Property and Contents Insurance – Expense GL 7051
 - Employee Bond – Expense GL 7050
- SWCAP – Expense GL 9159

Department of Administration ONLY Billings

- ASD Cost Allocation – Expense GL 7439
- DOA, Director’s Office – Expense GL 7394
- Enterprise Information Technology Services
 - CIO Cost Allocation – Expense GL 7394
 - Facility Rent Cost Allocation – Expense GL 7397
 - Staff Cost Allocation – Expense GL 7395
- SPWD Administration Cost Allocation – Expense GL 7398

All billings will be prepared with organization code 0000 and no job number information unless prior arrangements have been made. If an agency would like this information changed, please send an email to Shannon Atkins at satkins@admin.nv.gov, not later than July 15, 2016. Please include the budget account the request is for, organization code, job number, and distribution percentage if needed. Please note that “requests to be contacted prior to ASD processing billings”, will be considered. However, if an email is sent to the customer agency and there is no reply within five (5) days, the document **will** be processed with the default organization code information.

If you have any questions, you may contact Brandy Cox (ASO II) at ASD (ph: 775-684-5806), Chris Apple (ASO III) at ASD (ph: 775-684-5805), or Shannon Atkins (MA III) at ASD (ph: 775-684-0283).