

Joe Lombardo  
Governor



Joy Grimmer  
Director

Robert Ragar  
Deputy Director

James Gast  
Administrator

STATE OF NEVADA  
DEPARTMENT OF ADMINISTRATION  
*Mail Services Division*  
[mailservices@admin.nv.gov](mailto:mailservices@admin.nv.gov)

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720 East 5<sup>th</sup> Street  
Carson City, Nevada 89701-5079  
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***Las Vegas Office***  
505 E Capovilla Ste 107  
Las Vegas, Nevada 89119-4332  
Phone: (702) 486-2485 | Fax: (702) 486-2648

**ACKNOWLEDGEMENT FORM**

I acknowledge I have received and reviewed the following Department of Administration Mail Services Policies and Procedures:

Policy on Vehicle Usage

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Division

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Please return to Agency HR Services**  
cc: Employee File