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| **Joe Lombardo**  ***Governor*** | **Joy Grimmer**  ***Director***  **Bob Ragar**  ***Deputy Director*** |
| **STATE OF NEVADA DEPARTMENT OF ADMINISTRATION**  **515 E. Musser Street│ Carson City, Nevada 89701**  **Phone: (775) 684-0299 │** [**admin.nv.gov**](http://admin.nv.gov/) **│ Fax: (775) 684-0298** | |

July 1, 2024

MEMORANDUM

TO: All Agencies

FROM: Joy Grimmer, 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)

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| --- | --- | --- | --- | --- | --- |
| 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 |