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STATE OF NEVADA

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ALL AGENCY MEMORANDUM #2010-35

August 31, 2010

TO: All Agencies

FROM: Andrew K. Clinger, Director

SUBJECT: Vehicle Purchase Requirements

Pursuant to NRS 334.010 all new and used automobiles must be approved by the Board of Examiners (BOE) prior to purchase. Department of Transportation is exempt from the requirement pursuant to NRS 408.225. All other Executive Branch agencies must comply with NRS 334.010.

To facilitate the requests, a Board of Examiners Request to Purchase a State Vehicle form is attached. Completed forms should be submitted to your assigned budget analyst. Please plan ahead to ensure requests are received by the Budget Division prior to the applicable BOE agency deadline.

The State Administrative Manual (SAM) chapter 1308 regarding the purchase of State vehicles has been updated and should be reviewed when purchasing vehicles to ensure compliance. If transferring a vehicle from one budget account to another, please reference SAM 1307.

Please contact you assigned budget analyst if you have questions.

Andrew K. Clinger, Director