

**Brian Sandoval**  
*Governor*



**Jeff Mohlenkamp**  
*Director*

**Greg Smith**  
*Purchasing Administrator*

**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**

*Purchasing Division*

515 East Musser Street, Suite 300 | Carson City, Nevada 89701  
Phone: (775) 684-0170 | Fax: (775) 684-0188

January 13, 2014

**MEMORANDUM**

**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:** Greg Smith, Administrator

**Subject:** Online Purchasing Course/Essentials to State Purchasing

The Purchasing Division is excited to announce that the Essentials to State Purchasing training is now available online. The course is located in the State of Nevada Online Development Center at <https://nvelearn.nv.gov/moodle/>, located under Purchasing Systems and Procedures, Essentials to State Purchasing.

This comprehensive course will benefit any employee responsible for purchases for their agency. The class covers the rules and procedures of the commodity purchasing process, as well as outlining agencies' responsibilities of managing their personal property/fixed assets. All State employees responsible for purchasing commodities and managing fixed assets are strongly encouraged to take the course and it's a quick refresher for those who have taken the training in the past.

If you have questions or would like to share any comments about the class, please contact Shannon Berry, Assistant Chief Procurement Officer at 775-684-0171 or via email [sberry@admin.nv.gov](mailto:sberry@admin.nv.gov).

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