



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION

Purchasing Division

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April 1, 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: Procurement and Travel Credit Card Program Changes

The Purchasing Division is pleased to announce it has entered into a contract with Bank of America for procurement and travel credit card services. The Purchasing Division will begin transitioning State agencies from US Bank to Bank of America the first part of April, with the transition to be completed on June 30, 2014.

The new procurement and travel card programs will differ from the past programs. It is required that each State department provide a fiscal staff member and a backup, who will be responsible for overseeing the transition to Bank of America and the ongoing program oversight. The Purchasing Division is hosting a kick-off meeting on April 17, 2014 and the designated fiscal staff members are required to attend. The meeting will provide detailed information on the programs, including the new online payment process. Departments that do not participate in the kick-off meeting may be delayed in receiving new procurement, ghost or individual travel cards; there will be no extension of the US Bank contract.

Departments should register their designated fiscal staff online using NEATS, under the class title: *Credit Card Program Kick-off Meeting*. Those not using NEATS may call the Purchasing Division directly to register.

There will be two classes available on April 17, 2014 in Carson City, both will be video conferenced to Las Vegas.

Meeting Locations: Nevada Legislative Building
401 South Carson Street, Carson City, NV
Meeting Room #3137

Grant Sawyer Office Building
555 East Washington Street, Las Vegas, NV
Meeting Room # 4406

Training Times: 10:00 a.m.–12:00 p.m. and 2:00 p.m.–4:00 p.m.

Important to note: Effective immediately, the Purchasing Division will not be accepting requests for new procurement, ghost or individual travel cards.

Questions regarding the credit card programs may be addressed to Cindy Stoeffler or Kim Perondi at 775-684-0170.