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**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Purchasing Division*

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April 17, 2019

**MEMORANDUM**

To: All State Agencies  
From: Jeffrey Haag, Administrator  
Subject: SFY 2019 Purchasing Requests

As we approach the end of the State Fiscal Year (SFY) the Purchasing Division is asking that all agencies plan accordingly in an effort to meet internal closing deadlines.

- All orders for SFY 2019 requiring a bid (\$50k or greater) must be received by the Purchasing Division no later than Friday, May 31, 2019.
- All requisitions (RXQ documents \$5k or greater) for SFY 2019 must entered and approved in ADVANTAGE by Friday, June 14, 2019.

Agencies who are unable to meet these timelines will have to wait until after Monday, July 1, 2019 to process their requisitions.

Please reach out to your agency's assigned Purchasing Officer if you require assistance.

Purchasing 2019-04