

Director

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Purchasing Division

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MEMORANDUM

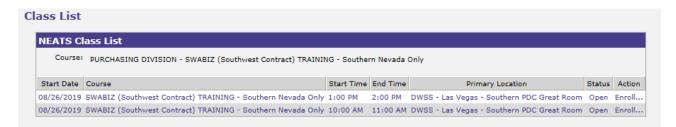
To: All State Agencies, the Nevada System of Higher Education, the Court System, the Legislative

Counsel Bureau and all Political Subdivisions within the State of Nevada

From: Kevin D. Doty, Administrator

Subject: Southern Nevada - SWABIZ (Southwest Airlines business website) Training

The Purchasing Division sent an All Agency Memo 2018-05 on November 19, 2018 announcing the new discounts available with Southwest Airlines. This memo also provided information on the SWABIZ training that occurred the week of December 10, 2018. There are multiple agency personnel that were unable to attend that training. To address this, an additional training course with two sessions will be offered on August 26, 2019 in Southern Nevada. Please register in NEATS for one of the two available sessions.



Location of the training will be: 701 North Rancho Drive Las Vegas, NV 89106. All guests must make their initial entry into the front lobby and sign-in at the security desk and will need to show ID.

Please note: If you are the travel manager for your Department/Division/Agency, please login to your SWABIZ account and update your company profile.

Any questions, comments and/or concerns regarding this training or your profile, please contact Jennifer Thomas via email j.thomas@admin.nv.gov.