

Steve Sisolak  
Governor



Laura E. Freed  
Director

Matthew Tuma  
Deputy Director

Kevin D. Doty  
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

**MEMORANDUM**

February 22, 2022

TO: All State Agencies

FROM: Kevin D. Doty, Administrator

SUBJECT: **Advantage Financial System Receiving Document Requirements**

As a reminder, agencies receiving complete and partial deliveries from a Centralized Purchase Order (PO) are required to confirm the receipt of goods in IFS (Advantage) within eight working days. This is a mandatory requirement pursuant to NRS 333.460 and State Administrative Manual (SAM) sections 1514(6) and 1522.

Pursuant to SAM 1520, upon receipt of merchandise, inspection must occur within five working days to determine if the vendor has delivered in accordance with the terms of the PO. Refer to SAM 1520 for guidance regarding receiving merchandise.

These requirements have been established to prompt timely payment of the centralized invoice in Advantage and avoid the possibility of late charges assessed to the agency.

While agencies may have their own internal policies for the receipt and inspection of merchandise, it is important to remember that those policies cannot be less strict or contradictory to NRS, NAC, or SAM.

Please visit <https://purchasing.nv.gov> for tools and information regarding the Advantage Financial System related to the receipt and inspection of merchandise. Questions or concerns related to the receipt and inspection of merchandise may be emailed to [nvpurch@admin.nv.gov](mailto:nvpurch@admin.nv.gov).

Purchasing 2022-02