



**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

**Quarterly Administrative Fee & Usage Report**

The contractor shall submit a "Quarterly Administrative Fee & Usage Report" to the Department of Administration, Purchasing Division (Purchasing) for all purchases made under the contract **for which payment has been received by the contractor during the reporting quarter**. The contractor must submit the "Quarterly Administrative Fee & Usage Report" to Purchasing no later than the 45th calendar day of the quarter following the "Reporting Quarter". The contractor shall complete the "Quarterly Administrative Fee & Usage Report" in accordance with the definitions and requirements stated below. Please contact the Nevada State Purchasing Division's Central Contract Unit at [NVQtlyReport@admin.nv.gov](mailto:NVQtlyReport@admin.nv.gov) or (775) 684-0190 if you have specific questions about your contract area, the submission of this report, or payment of the administrative fee.

<b>Admin Fee Report Tab</b>	
<b>Contractor Name</b>	Contractor name as it appears on the contract.
<b>Statewide Contract Number</b>	Statewide contract number as listed on the first page of your contract or participating addendum with the State of Nevada.
<b>Date Report Submitted</b>	Date Administrative Fee Report is submitted.
<b>Report Contact Name</b>	Name of the person completing the report on behalf of the contractor.
<b>Contact Phone Number</b>	Phone number for person completing the report.
<b>Contact Email Address</b>	Email address for the person completing the report.
<b>Administrative Fee Payment Calculation</b> - The total amount in payments received (minus returns & credits) from state agency(ies), political subdivision(s), universities, and governmental entities in other states, the Overall Total Payments Received, and the Total Administrative Fee Payment (calculated as 1% of the Overall Total Payments Received) for the Reporting Quarter.	
<b>In accordance with NRS 353.1467, all payments in excess of \$10,000 must be made by electronic transfer of money (EFT). To establish an EFT Account, you may contact the Central Contract Unit at (775) 684-0190.</b>	
<b>If no payments were received during the Reporting Quarter, check the box below:</b> Complete section if applicable.	
<b>Reporting Quarter</b>	Quarter for which the contractor is reporting purchases for which payment has been received. This must be in format QX, where X is the Quarter number as follows:  Q1: January 1 - March 31      Q3: July 1 - September 30 Q2: April 1 - June 30      Q4: October 1 - December 31
<b>Signature of Responsible Party for Report Content:</b> The signature and title of the person completing the report on behalf of the contractor and the date the report was completed.	

<b>Usage Report Tab</b>	
The contractor may provide additional usage data at its discretion in a format already available to the contractor on condition that the data element information as contained on the usage report tab for the Reporting Quarter is included.	

## Nevada Purchasing Division Statewide Contract Quarterly Administrative Fee Report

<b>Contractor Name:</b>	
<b>Statewide Contract Number:</b>	
<b>Date Report Submitted:</b>	
<b>Administrative Fee Payment Calculation:</b> (If no payments received during Reporting Quarter, Skip to next section)	
Total Payments Received (minus returns & credits) from Nevada <b>State Agencies</b> during the Reporting Quarter:	
Total Payments Received (minus returns & credits) from Nevada <b>Political Subdivisions</b> (cities, counties, etc.) during the Reporting Quarter:	
Total Payments Received (minus returns & credits) from Nevada <b>Universities</b> (Higher Education) during the Reporting Quarter:	
Total Payments Received (minus returns & credits) from <b>Governmental Entities in Other States</b> during the Reporting Quarter:	
<b>Overall Total Payments Received (minus returns &amp; credits) during the Reporting Quarter:</b>	
<i>1% Administrative Fee (Multiply Overall Total Payments by 1% to determine Total Administrative Fee Payment)</i>	
<b>Total Administrative Fee Payment for the Reporting Quarter:</b>	
<b>If no payments were received during the Reporting Quarter, check the box below:</b>	
<input type="checkbox"/> No payments were received this calendar quarter for any purchases on the contract identified above.	

<b>Report Contact Name:</b>	
<b>Contact Phone Number:</b>	
<b>Contact Email Address:</b>	
<b>Reporting Quarter</b> (check one):	
<input type="checkbox"/> January 1 – March 31	<input type="checkbox"/> April 1 – June 30
<input type="checkbox"/> July 1 – September 30	<input type="checkbox"/> October 1 – December 31
<b>Submit this report to the Division of Purchasing (Purchasing) using one of the methods below:</b>	
1) Mail: Department of Administration, Purchasing Division 515 E. Musser Street, Suite 300, Carson City, NV 89701 2) Fax: (775) 684-0188 3) Email: <a href="mailto:NVQtlyReport@admin.nv.gov">NVQtlyReport@admin.nv.gov</a>	
<b>Indicate below the method of payment used for submitting the Total Administrative Fee Payment for the Reporting Quarter and date of payment submission (EFT is recommended for all payments):</b>	
<b>Method of Payment Used:</b>	
<input type="checkbox"/> EFT (required for payments \$10,000>)	
<input type="checkbox"/> Company check	
Date of Payment Submission:	
<input type="checkbox"/> The <a href="#">Quarterly Usage Report</a> has been completed will be submitted along with this form.	
<b>Signature of Responsible Party for Report Content:</b>	
Signature:	
Title:	Date: