



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION

Purchasing Division

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July 1, 2013

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: Changes to the State Property Management Program

As a result of changes approved by the 2013 Legislature, the Purchasing Division has had to restructure its Property Management Program. The following revisions to the Program are now in effect:

- 1) Agencies will now need to schedule appointments to view excess property stored at the Reno Warehouse. Appointments will be made on the last Wednesday of each month. You may contact Marie Gullett at (775) 684-1835 or via email at mgullett@admin.nv.gov to make an appointment.
- 2) Property Disposition Reports (PDR), Vehicle Turn-In and Receipt of Excess documents are to be faxed to the Carson City office at (775) 684-0188. Updated forms are available on our website at http://purchasing.state.nv.us/property_program.htm.

It is the Purchasing Division's goal to maximize the use of State property. One means of accomplishing this is to transfer or reallocate excess property between State agencies. We are in the process of establishing an email list (listserv) in order to notify agencies of available excess property. We will be launching the listserv with our new website coming soon!

The Purchasing Division is continually striving to improve upon our processes and performance to serve you better. Please feel free to contact us with any suggestions, questions or concerns.

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