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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION

Purchasing Division

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April 3, 2014

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: **UPDATE:** Procurement and Travel Credit Card Program Changes Meeting

This memorandum is intended to provide additional clarification regarding the upcoming kick-off meeting on April 17, 2014 for the procurement and travel credit card programs. Each State department is required to provide a fiscal staff member and a backup to attend; this is intended to be an individual at the ASO level, who oversees the department's business activities. This is not intended for accounting staff that manage the procurement and travel card programs. The meeting will provide high-level information on the programs: transparency at the director's office, higher accountability, increased flexibility, implementation and online payment process overviews.

The kick-off meeting will be video streamed from the Legislature's website for those interested in listening but not eligible to attend. Departments that have more than two individuals registered for the kick-off meeting need to go into NEATS and remove any additional attendees to ensure there is attendance space available for other departments. Departments with more than two attendees signed up in NEATS on April 14, 2014 will have their attendance reduced to two by the Purchasing Division.

Questions regarding the procurement and travel credit card kick-off meeting may be addressed to Cindy Stoeffler or Kim Perondi at 775-684-0170.

Purchasing 2014-17