



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Purchasing Division

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February 10, 2015

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: Southwest Airlines SWABIZ Training

The Purchasing Division is excited to extend an invitation to you to attend Southwest Airlines training classes for their online corporate booking tool SWABIZ. These classes will provide you information, answers to questions and helpful tips to make scheduling Southwest air travel easier. All State agencies please review SAM 0216 regarding required use of this corporate Internet booking tool; use by other governmental entities is optional.

Contract users will receive discounts on select business-related travel to all locations, but **discounts are only available when booked through SWABIZ**. It is recommended that attendees have a SWABIZ Company ID from Southwest prior to attending this training; however, it is not necessary to bring a computer to the session, as individuals will not be accessing their accounts.

RENO-SPARKS	LAS VEGAS	CARSON CITY
Tuesday, February 24 9:30 – 11:00 a.m. 1:00 – 2:30 p.m. Nevada Dept. Agriculture 405 South 21 st Street Sparks, NV 89431	Wednesday, February 25 9:30 – 11:00 a.m. 1:00 – 2:30 p.m. Grant Sawyer Building 555 East Washington Avenue Suite 1100 Las Vegas, NV 89101	Thursday, March 5 9:30 – 11:00 a.m. 1:00 – 2:30 p.m. Nevada Dept. of Transportation 1263 South Stewart Street Third Floor Conference Room Carson City, NV 89712

Seating is limited for these training sessions. After you determine which session you will attend, please send an email, **no later than Friday, February 20th**, to Marcy Troescher at mtroescher@admin.nv.gov indicating: 1) session location 2) session time and 3) number of people attending.

To request a SWABIZ Company ID from Southwest Airlines, or for more information regarding these contracts, please contact Jeff Haag at Jeffrey.Haag@wnco.com.

Purchasing 2015-08