




STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Purchasing Division

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November 19, 2018

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: Jeffrey Haag, Administrator 

Subject: Southwest Airlines Discount Agreement

The Department of Administration, State Purchasing is excited to announce a new discount agreement with [Southwest Airlines](#) that was approved at the November Board of Examiners. The new agreement increases discount levels as outlined below.

- Anytime Fare - 15%
 - Refundable
 - Same-day changes and Standby at no additional cost
- Wanna Get Away – 3%
 - 0-7 day advance purchase required
 - Non-refundable

Per the [State Administrative Manual 0212](#) all travel on Southwest Airlines is required to be booked in [SWABIZ](#). Not booking on SWABIZ could result in State Agencies paying more for travel than required. SWABIZ also provides duty of care functionality that benefits State Employees in times of emergency.

If your agency needs to establish a SWABIZ account or need help with your existing account, please contact Jennifer Thomas at j.thomas@admin.nv.gov.

State Purchasing and Southwest will be conducting SWABIZ training and contract overview the week of December 10. If you are interested in attending training in the North or South, please contact Jennifer Thomas at j.thomas@admin.nv.gov.

The new discount agreement and training is available to state and local government entities in Nevada. For more information, please contact Jennifer Thomas, j.thomas@admin.nv.gov, 775-684-0187.