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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Purchasing Division

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Date: June 7, 2019

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: Kevin D. Doty, Acting Administrator

Subject: SWABIZ (Southwest Airlines business website) Training

The Purchasing Division sent an [All Agency Memo 2018-05](#) on November 19, 2018 announcing the new discounts available with [Southwest Airlines](#). This memo also provided information on the SWABIZ training that occurred the week of December 10, 2018. There are multiple agency personnel that were unable to attend that training. To address this opportunity one additional training course with two sessions will be offered on June 19, 2019. Please register in NEATS for one of the two available sessions.

| NEATS Class List | | | | | | |
|--|--------------------------------------|------------|----------|-------------------------|--------|-----------|
| Course: PURCHASING DIVISION - SWABIZ (Southwest Contract) TRAINING | | | | | | |
| Start Date | Course | Start Time | End Time | Primary Location | Status | Action |
| 06/19/2019 | SWABIZ (Southwest Contract) TRAINING | 10:00 AM | 11:00 AM | PEBP Multi-Purpose Room | Open | Enroll... |
| 06/19/2019 | SWABIZ (Southwest Contract) TRAINING | 1:00 PM | 2:00 PM | PEBP Multi-Purpose Room | Open | Enroll... |

Please note: If you are the travel manager for your Department/Division/Agency, please login to your SWABIZ account and update your company profile.

Any questions, comments and/or concerns regarding this training or your profile, please contact Jennifer Thomas via email j.thomas@admin.nv.gov.

Purchasing 2019-06