



STATE OF NEVADA  
DEPARTMENT OF ADMINISTRATION  
*Purchasing Division*

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Date: August 5, 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, Administrator

Subject: Southern Nevada - 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, an additional training course with two sessions will be offered on August 26, 2019 in Southern Nevada. Please register in NEATS for one of the two available sessions.

**Class List**

NEATS Class List							
Course: PURCHASING DIVISION - SWABIZ (Southwest Contract) TRAINING - Southern Nevada Only							
Start Date	Course	Start Time	End Time	Primary Location	Status	Action	
08/26/2019	SWABIZ (Southwest Contract) TRAINING - Southern Nevada Only	1:00 PM	2:00 PM	DWSS - Las Vegas - Southern PDC Great Room	Open	Enroll...	
08/26/2019	SWABIZ (Southwest Contract) TRAINING - Southern Nevada Only	10:00 AM	11:00 AM	DWSS - Las Vegas - Southern PDC Great Room	Open	Enroll...	

Location of the training will be: 701 North Rancho Drive Las Vegas, NV 89106. All guests must make their initial entry into the front lobby and sign-in at the security desk and will need to show ID.

**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](mailto:j.thomas@admin.nv.gov).