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Purchasing Division

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MEMORANDUM

December 6, 2024

To: All State Agencies
From: Nevada State Purchasing Division, Department of Administration
Subject: State Administrative Manual (SAM) Revision

The Board of Examiners (BOE), at their October 2, 2024, meeting, approved significant changes to the [State Administrative Manual \(SAM\)](#). The section previously known as SAM 1500, *purchasing*, has been eliminated and consolidated into SAM 0300, now titled *procurement: contracts and purchasing*. Additionally, some information that was previously in SAM 0300 was moved to SAM 0100, *Board of Examiners policies*. A few important changes are highlighted below; however, we strongly encourage all staff with a role in fiscal, purchasing, or internal controls to review the entire [State Administrative Manual](#). Agencies will need to make changes to their standard operating procedures and internal controls to bring them into alignment with SAM.

Pursuant to SAM 0303(D), every agency must complete and submit an agency contact designation form, available from the [State Purchasing toolbox](#) and included with this memo. Until a form is received from an agency, the agency head is the de facto primary contract manager. Only those reported to State Purchasing can request procurement on behalf of an agency. There are certified contract manager (CCM) courses in January in Reno and Las Vegas. Registration is available in [NEATS](#).

Pursuant to with SAM 0305 and 0319, all service projects with a value over \$25,000 must be solicited and awarded through [nevadaepro.com](#). State Purchasing is conducting [nevadaepro.com](#) solicitation process training via Teams on December 20, 2024, and January 27, 2025. Registration is available in [NEATS](#).

Pursuant to SAM 0323, every agency must discontinue use of all forms or documents that claim to be a purchase order, other than those issued through [nevadaepro.com](#). Additionally, State Purchasing will only process a Core.NV requisition (RQS) if it is associated with a [nevadaepro.com](#) requisition. If an agency is not yet using [nevadaepro.com](#) for requisitions, purchase orders, and receipts, the agency must start before transition to Core.NV. Contact purchasinghelpdesk@admin.nv.gov for additional information and assistance.

Attached: Agency-contact-designation.pdf
Purchasing 2024-06