

From: [State Email Admin](#)
To: OUTSIDEAGENCIES@LISTSERV.STATE.NV.US
Subject: Surplus Property and Physical Location Changes
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MEMORANDUM

March 5, 2024

To: All State Agencies
From: State Purchasing Division, Department of Administration
Subject: **Surplus Property and Physical Location Changes**

As many agency begin the process of relocation and renovation of their physical locations statewide, the State of Nevada Purchasing Division of the Department of Administration (State Purchasing) is reminding agencies and employees of the State Purchasing Property Management Program: <https://purchasing.nv.gov/LocalGov/PMP/> and providing instruction on the process for documenting a physical location move.

STATE SURPLUS PROPERTY

Surplus items may have useful life for another agency, may be donated or disposed of through recycling or waste disposal in accordance with State [rules](https://www.leg.state.nv.us/NRS/NRS-333.html#NRS333Sec220) (<https://www.leg.state.nv.us/NRS/NRS-333.html#NRS333Sec220>) and [policies](https://www.leg.state.nv.us/nac/nac-333.html#NAC333Sec120) (<https://www.leg.state.nv.us/nac/nac-333.html#NAC333Sec120>). This does not mean employees can be given excess State property. Agencies may wish, for their own records, to take photos or otherwise document appropriate disposal of surplus property when called for through the [Property Disposition Report](https://purchasing.nv.gov/local_gov/PMP_Forms/) (https://purchasing.nv.gov/local_gov/PMP_Forms/) process.

[State Administrative Manual](https://budget.nv.gov/Governance/Governance/) (<https://budget.nv.gov/Governance/Governance/>) section 1538 expressly states that, “**Under no circumstances may excess State property be given to employees.**” (emphasis added). This includes furniture, office supplies, and more, regardless of perceived value, whether they are specifically tracked on an annual physical inventory or not.

Employees may find a report to the Governor’s Finance Office, [Division of Internal Audits](https://budget.nv.gov/Services/IAudit_Services/) (https://budget.nv.gov/Services/IAudit_Services/) or the [State of Nevada Commission on Ethics](https://ethics.nv.gov/) (<https://ethics.nv.gov/>) appropriate if they have concerns about possible violations of SAM 1538, NAC 333, or NRS 333 related to State property.

PHYSICAL LOCATION CHANGES

Using Agencies’ physical locations are documented in the electronic procurement system, <https://NevadaEPro.com>, and the integrated financial system, Advantage. When a using agency entirely moves physical locations, abandoning their previous address,

State Purchasing must make changes to both systems to appropriately document the change and ensure existing physical inventory is transferred to the new location. Additionally, some physical location changes are being supported financially directly by the Governor's Finance Office (GFO)—new supplies, materials, and equipment purchases that will be funded directly by GFO require a project address setup in NevadaEPro separate from a using agency physical address location change.

Project addresses for purchases directly funded by the GFO are the sole responsibility of the Administrative Services Division (ASD) of the Department of Administration. If a using agency project requires an order that will be (a) paid for by GFO and (b) delivered directly to a using agency, ASD Staff will contact the State Purchasing Help Desk (PurchasingHelpDesk@admin.nv.gov) with the following information: (a) Using Agency Name, (b) Building Name and Number (if applicable), (c) Street Address (including suite number), (d) City, and (e) Zip code, at a minimum. State Purchasing staff will set up project addresses in the Governor's Office Organization in NevadaEPro and project addresses will not be set up in Advantage. If an order placed through ASD/GFO will include inventoried equipment and an associated Quick Requisition (RXQ) in Advantage, the RXQ should list the three-digit Advantage Ship To ID for the using agency's current physical address so the fixed asset will be included in their current inventory.

Physical addresses for using agency general purchasing are the responsibility of each using agency. If a using agency will be moving, the using agency authorized representative should contact the Purchasing Help Desk (PurchasingHelpDesk@admin.nv.gov) to request an address transfer. The following information must be provided: (a) Using Agency Name, (b) New Building Name and Number (if applicable), (c) New Street Address (including suite number), (d) New City, (e) New Zip code, (f) Phone Number, (g) email address, (h) Advantage Ship To ID of current Address to transfer, and (g) effective date. The using agency's existing Advantage Ship to ID and associated Fixed Asset Location(s) will be updated by State Purchasing staff to the new physical address, transferring the existing inventory, and a new address will be created in the using agency's NevadaEPro Organization for the new physical address.

Staff requesting address additions or changes should take care to include all identified information necessary for State Purchasing staff to complete the request, or delays will result. Any questions about address information in NevadaEPro or Advantage should be directed to the State Purchasing Help Desk at PurchasingHelpDesk@admin.nv.gov or 775-684-0176.

Purchasing 2023-08

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