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STATE OF NEVADA DEPARTMENT OF ADMINISTRATION

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MEMORANDUM

July 11, 2022

TO: Agency Fiscal Contacts

FROM: Daniel Marlow, Administrator

SUBJECT: Fiscal Year 2023 Internal Services Billing Schedule ("Snatch-n-Grab" Billings)

The Department of Administration, Administrative Services Division (ASD), processes internal vouchers, commonly known as snatch-n-grab billings, for internal services provided by the Department of Administration and for the Statewide Cost Allocation Plan assessments. These internal vouchers are entered directly into Advantage by ASD staff, facilitating the transfer of funds from each using agency for the billed services. It is each agency's responsibility to ensure that sufficient funds are available for these expenditures prior to each scheduled billing date.

Please review the attached "FY23 Internal Service Billing Schedule." This document contains:

- A list of all snatch-n-grab billings that will post to paying agencies' budget accounts throughout the fiscal year.
- <u>A billing date</u> by which agencies should ensure their funds are available for transfer. Billings will post to various paying agency budget accounts within one week of this date.
- Color coding that corresponds to the billing date.
- Contact information paying agencies can use to reach out to ASD with questions related to the transactions being processed.

All snatch-n-grab billings will be prepared with organization code 0000, and no job number.

If you have any questions, please email <u>ASDMAGroup@admin.nv.gov</u> or call Thomas Milazzo at (775) 684-0258 or Noel Lopez at (775) 684-0283.

Cc: Governor's Finance Office

FY23 Internal Service Billing Schedule

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Q = Quarterly
S = Semi-Annual

BILLING DESCRIPTION

Personnel Assessment

Payroll Assessment

B&G Building Rent

Lease Assessment

SWCAP

EMRB Collective Bargaining Fee

Collective Bargaining Assessment *

Personnel Subsidy Cost Allocation

Employee Fidelity Bond Insurance

Vehicle Comp & Collision Insurance

Property & Content Insurance

Heavy Equipment Insurance

Interdepartmental Mail Stop

Purchasing Assessment

EITS UNIX Support

SELECT AGENCIES

Aviation Insurance

SPWD Special Services

EITS CIO Cost Allocation

EITS Staff Cost Allocation

ASD Cost Allocation

EITS Agency IT Support

EITS Expanded Helpdesk

EITS Computer Facility Rent Cost Allocation

Dept of Admin Director's Cost Allocation

Governor's Washington Office Allocation

SPWD Administration Cost Allocation

EITS PC LAN Tech Cost Allocation

EITS SilverNet

Agency HR Services Cost Allocation

EITS Infrastructure Assessment

EITS Security Assessment

ALL AGENCIES

A = Annual

This schedule represents internal services billed by the Administrative Services Division (ASD) of the Department of Administration. Bills are processed via Internal Voucher (aka "snatch and grab") for state agencies, and will appear in agency budgets as a Payment Voucher with a transaction number beginning with "II". Please email ASDMAGroup@admin.nv.gov or call (775) 684-0258 for questions regarding this billing schedule.