



**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.
- A billing date 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 [ASDMAGroup@admin.nv.gov](mailto:ASDMAGroup@admin.nv.gov) or call Thomas Milazzo at (775) 684-0258 or Noel Lopez at (775) 684-0283.

Cc: Governor’s Finance Office

**FISCAL YEAR 2023**

JULY 2022							AUGUST 2022							SEPTEMBER 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	31
31																				

OCTOBER 2022							NOVEMBER 2022							DECEMBER 2022							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1			1	2	3	4	5						1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
30	31																				

JANUARY 2023							FEBRUARY 2023							MARCH 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	

APRIL 2023							MAY 2023							JUNE 2023							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1		1	2	3	4	5	6						1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		
30																					

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](mailto:ASDMAGroup@admin.nv.gov) or call (775) 684-0258 for questions regarding this billing schedule.