

Administrative Services Division Budget and Team Assignment List

Main Phone: 775-684-0273 | Fax: 775-684-5846 | AR Helpline: 775-684-0232

Administrator:	Jenni Cartwright	775-684-0281
Budget Manager:	Darlene Baughn	775-684-5833
Contracts/Purchase Order/Inventory Supervisor:	Susanne DeVere	775-684-0285
Accounts Payable & Receivable Manager:	Kelli Lay	775-684-0242

B/A	Fund	Agency	Dept - Div Name	Budget Issues Name & Phone	Acct. Tech Name & Phone	Account Clerk Name & Phone
1000	101	010	Governor Office of the Governor	Darlene Baughn - Temporary 684-5833	Becky Donnelly 684-0244	Carla Tedford 684-0219
1001	101	010	Governor Mansion Maintenance	Darlene Baughn - Temporary 684-5833	Becky Donnelly 684-0244	Carla Tedford 684-0219
1003	101	014	Governor Office of Science, Innovation & Tech	Jason Giesler - Temporary 684-0284	Jennifer Victor 684-0248	Sara Brewer 684-0272
1004	101	018	Governor Office of Workforce Innovation	Jason Giesler 684-0284	Jennifer Victor 684-0248	Janet Mello 684-5810
1005	101	012	Governor Nuclear Projects	Vickie Rutledge 684-0282	Becky Donnelly 684-0244	Sara Brewer 684-0272
1006	101	010	Governor's Office Communications Services for Person's Deaf or Hard of Hearing	Kirk Hawkins 684-5806	Shirley Boyd 684-4144	Jenny Helton 684-0230
1009	101	015	Administration Construction Education Acct	Jason Giesler 684-0284	Becky Donnelly 684-0244	Holly McPhail 684-0142
1011	101	010	Governor Gov's Washington Office	Darlene Baughn - Temporary 684-5833	Becky Donnelly 684-0244	Carla Tedford 684-0219
1015	101	089	Administration Hearings and Appeals	Vickie Rutledge 684-0282	Jennifer Victor 684-0248	Catherine Basgall 684-0229
1017	101	920	Deferred Comp	Darlene Baughn - Temporary 684-5833	Jennifer Victor 684-0248	Valerie Bolton 684-0276
1020	101	020	Lieutenant Gov's Office	Vickie Rutledge 684-0282	Jennifer Victor 684-0248	Valerie Bolton 684-0276
1029	101	015	Administration Commission for Women	Vickie Rutledge 684-0282	Jennifer Victor 684-0248	Valerie Bolton 684-0276
1052	101	332	Administration NSLA - Archives & Records	Jeanne Peat 684-5851	Jennifer Victor 684-0248	Catherine Basgall 684-0229
1053	101	332	Administration NSLA - IPS Equip/Software	Jeanne Peat 684-5851	Jennifer Victor 684-0248	Catherine Basgall 684-0229
1301	101	015	Administration - Director's Office Special Appropriations	Kirk Hawkins 684-5806	Becky Donnelly 684-0244	Carla Tedford 684-0219
1302	101	087	Administration - Director's Office Judicial College	Vickie Rutledge 684-0282	Jennifer Victor 684-0248	Catherine Basgall 684-0229
1325	101	015	Governor's Finance Office IT Project	Vickie Rutledge - Temporary 684-0282	Becky Donnelly 684-0244	Carla Tedford 684-0219

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1337	101	087	Administration Dept of Admin - Director's Office	Jeanne Peat Temporary 775-684-5851	Becky Donnelly 684-0244	Valerie Bolton 684-0276
1339	101	070	Administration Unemployment Comp Fund	Jason Giesler 684-0284	Dana Westre 684-0259	Sara Brewer 684-0272
1340	101	015	Governor's Finance Office Budget Division	Darlene Baughn - Temporary 775-684- 5833	Jennifer Victor 684-0248	Valerie Bolton 684-0276
1341	101	088	Administration Grants Office	Jason Giesler 684-0284	Becky Donnelly 684-0244	Carla Tedford 684-0219
1342	101	015	Governor's Finance Office Division of Internal Audits	Vickie Rutledge - Temporary 684-0282	Jennifer Victor 684-0248	Valerie Bolton 684-0276
1343	101	150	Ethics	Vickie Rutledge 684-0282	Becky Donnelly 684-0244	Carla Tedford 684-0219
1344	101	015	Administration - Director's Office Graffiti Reward	Darlene Baughn - Temporary 684-5833	Becky Donnelly 684-0244	Carla Tedford 684-0219
1345	101	015	Administration - Director's Office Merit Award Board	Darlene Baughn - Temporary 684-5833	Becky Donnelly 684-0244	Carla Tedford 684-0219
1346	713	332	Administration - NSLA Mail Services	Jeanne Peat 684-5851	Jennifer Victor 684-0248	Catherine Basgall 684-0229
1347	713	332	Administration - NSLA Mail Equipment	Jeanne Peat 684-5851	Jennifer Victor 684-0249	Catherine Basgall 684-0229
1349	710	082	Administration - SPWB Buildings and Grounds	Jeanne Peat 684-5851	Dana Westre 684-0259	Holly McPhail 684-0142
1351	712	082	Administration - SPWB Marlette Lake CIP	Cheyne Snyder 684-1823	Shirley Boyd 684-4144	Jenny Helton 684-0230
1352	715	085	Administration Risk Management	Kelli Lay 684-0242	Dana Westre 684-0259	Sara Brewer 684-0272
1354	711	084	Administration Fleet Services Div	Vickie Rutledge 684-0282	Dana Westre 684-0259	Sara Brewer 684-0272
1356	711	084	Administration Fleet Services Capital Purchase	Vickie Rutledge 684-0282	Dana Westre 684-0259	Sara Brewer 684-0272
1358	718	083	Administration Purchasing	Jeanne Peat - Temporary 684-5851	Dana Westre 684-0259	Sara Brewer 684-0272
1363	717	070	Administration Human Resources Management	Jason Giesler 684-0284	Becky Donnelly 684-0244	Sara Brewer 684-0272
1365	721	180	Administration EITS Application Support	Kirk Hawkins 684-5806	Becky Donnelly 684-0244	Carla Tedford 684-0219
1366	712	082	Administration - SPWB Marlette Lake	Cheyne Snyder 684-1823	Becky Donnelly 684-0244	Holly McPhail 684-0142
1367	101	083	Administration Purchasing - Federal Surplus Property Program	Jason Giesler 684-0284	Dana Westre 684-0259	Sara Brewer 684-0272
1371	716	086	Administration Administrative Services	Kelli Lay 684-0242	Becky Donnelly 684-0244	Sara Brewer 684-0272
1373	721	180	Administration EITS Office of CIO	Kirk Hawkins 684-5806	Becky Donnelly 684-0244	Carla Tedford 684-0219
1385	721	180	Administration EITS Computing	Kirk Hawkins 684-5806	Becky Donnelly 684-0244	Carla Tedford 684-0219

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1386	721	180	Administration EITS Data Comm & Network Eng.	Kirk Hawkins 684-5806	Becky Donnelly 684-0244	Carla Tedford 684-0219
1387	721	180	Administration EITS Telecommunications	Kirk Hawkins 684-5806	Becky Donnelly 684-0244	Carla Tedford 684-0219
1388	721	180	Administration EITS Network Trans Services	Kirk Hawkins 684-5806	Becky Donnelly 684-0244	Carla Tedford 684-0219
1389	721	180	Administration EITS Security Division	Kirk Hawkins 684-5806	Becky Donnelly 684-0244	Carla Tedford 684-0219
1497	101	220	Judicial Discipline Commission	Jason Giesler 684-0284	Jennifer Victor 684-0248	Valerie Bolton 684-0276
1540	101	082	Administration Public Works	Cheyne Snyder 684-1823	Becky Donnelly 684-0244	Holly McPhail 684-0142
1560	101	082	Administration Public Works Administration	Cheyne Snyder 684-1823	Becky Donnelly 684-0244	Holly McPhail 684-0142
1562	401	082	Administration Public Works Inspection	Cheyne Snyder 684-1823	Shirley Boyd 684-4144	Holly McPhail 684-0142
2681	101	017	Governor W.I.C.H.E. Loan & Stipend	Vickie Rutledge Temporary 684-0282	Jennifer Victor 684-0248	Sara Brewer 684-0272
2890	627	332	Administration Library & Archives Gift Fund	Jeanne Peat 684-5851	Jennifer Victor 684-0248	Catherine Basgall 684-0229
2891	101	332	Administration State Lib, Archives & Public Records	Jeanne Peat 684-5851	Jennifer Victor 684-0248	Catherine Basgall 684-0229
2895	101	332	Administration Nevada State Library - CLAN	Jeanne Peat 684-5851	Jennifer Victor 684-0248	Catherine Basgall 684-0229
2995	101	017	Governor W.I.C.H.E. Administration	Vickie Rutledge Temporary 684-0282	Jennifer Victor 684-0248	Sara Brewer 684-0272
3270	101	018	Governor Nevada P20 Workforce Reporting	Jason Giesler 684-0284	Jennifer Victor 684-0248	Janet Mello 684-5810
3774	101	230	Peace Officers Stand & Train	Vickie Rutledge 684-0282	Dana Westre 684-0259	Sara Brewer 684-0272
3791	101	470	Civil Air Patrol	Jeanne Peat Temporary 775-684-5851	Becky Donnelly 684-0244	Holly McPhail 684-0142
4868	101	011	Governor Gov Office of Energy	Jeanne Peat 684-5851	Jennifer Victor 684-0248	Catherine Basgall 684-0229
4869	101	011	Governor Renewable Energy Fund	Jeanne Peat 684-5851	Jennifer Victor 684-0248	Catherine Basgall 684-0229
4875	101	011	Governor Renewable Energy Loan Program	Jeanne Peat 684-5851	Jennifer Victor 684-0248	Catherine Basgall 684-0229
4881	201	930	Administration Highway Fund Salary Adjustment	Vickie Rutledge 684-0282	Vickie Rutledge 684-0282	Holly McPhail 684-0142
4883	101	930	Administration General Fund Salary Adjustment	Vickie Rutledge 684-0282	Vickie Rutledge 684-0282	Holly McPhail 684-0142
4888	101	930	Administration Stale Claims	Vickie Rutledge 684-0282	Vickie Rutledge 684-0282	Holly McPhail 684-0142
4889	101	930	Administration Emergency Fund	Cheyne Snyder Temporary 684-1823	Cheyne Snyder Temporary 684-1823	Holly McPhail 684-0142
4892	101	930	Administration Statutory Contingency	Cheyne Snyder Temporary 684-1823	Cheyne Snyder Temporary 684-1823	Holly McPhail 684-0142

B/A	Fund	Agency	Dept - Div Name	Budget Issues Name & Phone	Acct. Tech Name & Phone	Account Clerk Name & Phone
4895	287	931	Administration Victims of Crime	Vickie Rutledge 684-0282	Jennifer Victor 684-0248	Catherine Basgall 684-0229
6100	718	083	Administration Direct Sales Purchasing	Jason Giesler 684-0284	Dana Westre 684-0259	Sara Brewer 684-0272
6101	718	083	Administration Excess Property Purchasing	Jason Giesler 684-0284	Dana Westre 684-0259	Sara Brewer 684-0272
6102	718	083	Administration Surety Bonds Purchasing	Jason Giesler 684-0284	Dana Westre 684-0259	Sara Brewer 684-0272
6122	101	015	Administration Prior Year Budget and Planning	Jason Giesler 684-0284	Jennifer Victor 684-0248	A/R ONLY 684-0232
6131	101	470	Civil Air Patrol Deferred Revenue	Jeanne Peat 775-684-5851	Becky Donnelly 684-0244	Holly McPhail 684-0142
6215	717	070	Administration - DHRM EMC Subpoenas Personnel Fund	Jason Giesler 684-0284	Dana Westre 684-0259	Sara Brewer 684-0272
9016	101	016	Administration Internal Audit Budget Reserve	Jeanne Peat Temporary 775-684-5851	Jeanne Peat Temporary 775-684-5851	Jeanne Peat 684-5851
			CIP'S	Cheyne Snyder 684-1823	Shirley Boyd 684-4144	Jenny Helton 684-0230

			Non DOA Agencies
			Non-executive budget/ No NEBS Budget
			Kirk Hawkins Team
			VACANT