



**Department of Administration**  
***Administrative Services Division***

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To: Agency Fiscal Contacts  
Cc: Governor's Finance Office Budget Analysts

From:  Jenni Cartwright, Administrator

Date: July 26, 2018

Re: Fiscal Year 2019 Internal Services Billing Schedule (Snatch and Grabs)

The Department of Administration, Administrative Services Division (ASD) processes Internal Vouchers, commonly known as "Snatch-n-Grab" billings for services provided by various Department of Administration agencies and the Statewide Cost Allocation Plan (SWCAP). These transactions are entered directly into Advantage by ASD staff. **It is the responsibility of each paying agency to ensure that funds are available for these expenditures prior to the date of each scheduled billing.**

Please review the attached "Snatch-n-Grab Billing Schedule" for SFY19. This document contains:

- A list of all Snatch-n-Grab billings that will post to paying agency's budget accounts throughout the fiscal year. The document is organized by billing frequency with all statewide billings appearing first (top portion), and all agency specific billings second (bottom portion).
- A billing date. This is the 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.
- An email address for paying agencies to contact with questions related to the transactions being processed.
- Changes to billing frequencies for FY19 are indicated. For example, SWCAP will be billed quarterly rather than annually.

ASD strives to use agency-defined coding to ensure billings are posted correctly, avoiding the need for corrective journal vouchers. **Please provide agency-defined coding by completing the attached spreadsheet & returning it to [ASDMAGroup@admin.nv.gov](mailto:ASDMAGroup@admin.nv.gov) no later than August 10, 2018.** This information can also be updated throughout the year by emailing [ASDMAGroup@admin.nv.gov](mailto:ASDMAGroup@admin.nv.gov). Absent receipt of agency-specific coding, all 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 Teresa Carrillo (775) 684-0141 or Alexa Marangi (775) 684-0241.

**Department of Administration, Administrative Services Division  
FY19 "Snatch-N-Grab" (Internal Voucher) Billing Schedule**

<b>Statewide Billing</b>						
<i>*Billing Frequency changed since prior SFY Billing Schedule</i>						
<b>GL   BILLING DESCRIPTION   BILLING FREQUENCY</b>	<b>BILLING DATE</b>				<b>AMOUNT</b>	
7393   Purchasing Assessment   Quarterly	07/27	10/19	01/18	04/19	Budgeted L01	
7542   EITS SilverNet   Quarterly	07/27	10/19	01/18	04/19	Budgeted L01	
7554   EITS Infrastructure Assessment   Quarterly	07/27	10/19	01/18	04/19	Budgeted L01	
7556   EITS Security Assessment   Quarterly	07/27	10/19	01/18	04/19	Budgeted L01	
7100   B&G Building Rent   Quarterly*	08/17	11/16	02/15	05/17	Budgeted L01	
7255   Lease Assessment   Quarterly*	08/17	11/16	02/15	05/17	Budgeted L01	
5400   Personnel Assessment   Quarterly	09/14	12/21	03/15	06/21	Budgeted L01	
5700   Payroll Assessment   Quarterly	09/14	12/21	03/15	06/21	Budgeted L01	
7384   SWCAP   Quarterly*	09/14	12/21	03/15	06/21	Budgeted L01	
5440   Personnel Subsidy Cost Alloc   Semi-Annually		10/19		04/19	Budgeted L01	
7389   Agency HR Svcs Cost Alloc   Semi-Annually		10/19		04/19	Budgeted L01	
7286   Interdepartmental (Mail Stop)   Annually	08/17				Actual	
7051   Property & Content Insurance   Annually	09/14				Budgeted L01	
7050   Employee Fidelity Bond Insurance   Annually		10/19			Budgeted L01	
7052   Vehicle Comp & Collision Insurance   Annually		10/19			Actual	
7053   Heavy Equipment Insurance   Annually		12/21			Budgeted L01	

<b>Agency Specific Billing</b>						
<i>*Billing Frequency changed since prior SFY Billing Schedule</i>						
<b>GL   BILLING DESCRIPTION   BILLING FREQUENCY</b>	<b>BILLING DATE</b>				<b>AMOUNT</b>	
7394   EITS CIO Cost Allocation   Quarterly	07/27	10/19	01/18	04/19	Budgeted L01	
7395   EITS Staff Cost Allocation   Quarterly	07/27	10/19	01/18	04/19	Budgeted L01	
7397   EITS Comp Fac Rent Cost Allocation   Quarterly	07/27	10/19	01/18	04/19	Budgeted L01	
7506   EITS PC LAN Tech Cost Allocation   Quarterly	07/27	10/19	01/18	04/19	Budgeted L01	
7507   EITS Agency IT Support   Quarterly*	07/27	10/19	01/18	04/19	Budgeted L01	
7540   EITS UNIX Support   Quarterly*	07/27	10/19	01/18	04/19	Budgeted L01	
7508   EITS Expanded Helpdesk   Quarterly*	08/17	11/16	02/15	05/17	Budgeted L01	
7439   ASD Cost Allocation   Quarterly	08/17	11/16	02/15	06/21	Budgeted L01	
7398   Dept of Admin. Director's Cost Alloc   Quarterly*	09/14	11/16	02/15	06/21	Budgeted L01	
7398   SPWD Admin Cost Allocation   Semi-Annually		12/21		06/21	Budgeted L01	
7251   Special Services   Annually				06/21	Actual	
9127   Governor's Washington Office Allocation   Annually	07/27				Budgeted L01	
7057   Aviation Insurance   Annually	08/17				Actual	
7534   EITS Storage Back-up   Annually	09/14				Budgeted L01	

**JULY 2018**

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

**AUGUST 2018**

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

**SEPTEMBER 2018**

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

**OCTOBER 2019**

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

**NOVEMBER 2019**

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

**DECEMBER 2018**

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

**JANUARY 2019**

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

**FEBRUARY 2019**

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

**MARCH 2019**

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

**APRIL 2019**

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

**MAY 2019**

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

**JUNE 2019**

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

Please email [ASDMAGroup@admin.nv.gov](mailto:ASDMAGroup@admin.nv.gov) or call (775) 684-0273 for questions regarding this billing schedule

Effective 7/26/18