Steve Sisolak
Governor

Deonne Contine
Director

Jenni Cartwright
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Administrative Services Division

209 E. Musser Street, Suite 304 | Carson City, Nevada 89701
Phone: (775) 684-0273 | www.adminsvcs.nv.gov | Fax: (775) 684-5846

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

From: Jenni Cartwright, Administrato

Date: July 5, 2019

Re: Fiscal Year 2020 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 internal services provided by the Department of Administration, and for the Statewide Cost Allocation Plan (SWCAP). These internal vouchers are entered directly into Advantage by ASD staff, effecting the transfer of funds from each using agency for the billed services. **It is the responsibility of each agency to ensure that sufficient funds are available for these expenditures prior to each scheduled billing date.**

The FY20 Internal Services Billing Schedule is attached. Changes from FY19 are noted.

Agency-defined coding can be accommodated to ensure billings are posted correctly, avoiding the need for corrective journal vouchers. **Please provide agency-defined coding to ASD by completing the attached spreadsheet & returning it to ASDMAGroup@admin.nv.gov no later than July 19.** This information can also be updated throughout the year by emailing 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 or call Teresa Carrillo (775) 684-0141 or Alexa Marangi (775) 684-0241.

Department of Administration, Administrative Services Division
FY20 "Snatch-N-Grab" (Internal Voucher) Billing Schedule

FY20 Internal Service Billing Schedule							
BILLING DESCRIPTION	**GL**	**Freq.**	**Basis**	**Q1**	**Q2**	**Q3**	**Q4**
ALL AGENCIES							
Purchasing Assessment	7393	Q	L01	07/26/19	10/18/19	01/17/20	04/17/20
EITS SilverNet	7542	Q	L01	07/26/19	10/18/19	01/17/20	04/17/20
EITS Infrastructure Assessment	7554	Q	L01	07/26/19	10/18/19	01/17/20	04/17/20
EITS Security Assessment	7556	Q	L01	07/26/19	10/18/19	01/17/20	04/17/20
B&G Building Rent	7100	Q	L01	08/16/19	11/15/19	02/21/20	05/15/20
Lease Assessment	7255	Q	L01	08/16/19	11/15/19	02/21/20	05/15/20
Personnel Assessment	5400	Q	L01	09/20/19	12/20/19	03/20/20	06/19/20
Payroll Assessment	5700	Q	L01	09/20/19	12/20/19	03/20/20	06/19/20
SWCAP	7384	Q	L01	09/20/19	12/20/19	03/20/20	06/19/20
Personnel Subsidy Cost Alloc	5440	S	L01		10/18/19		04/17/20
Agency HR Svcs Cost Alloc *	7389	Q	L01	07/26/19	10/18/19	01/17/20	04/17/20
Interdepartmental Mail Stop	7286	A	ACTUAL	08/16/19			
Property & Content Insurance *	7051	A	L01	07/26/19			
Employee Fidelity Bond Insurance	7050	A	L01		10/18/19		
Vehicle Comp & Collision Insurance *	7052	A	ACTUAL		12/20/19		
Heavy Equipment Insurance	7053	A	L01		12/20/19		
SPECIFIC USER AGENCIES							
EITS CIO Cost Allocation	7394	Q	L01	07/26/19	10/18/19	01/17/20	04/17/20
EITS Staff Cost Allocation	7395	Q	L01	07/26/19	10/18/19	01/17/20	04/17/20
EITS Comp Fac Rent Cost Allocation	7397	Q	L01	07/26/19	10/18/19	01/17/20	04/17/20
EITS PC LAN Tech Cost Allocation	7506	Q	L01	07/26/19	10/18/19	01/17/20	04/17/20
EITS Agency IT Support	7507	Q	L01	07/26/19	10/18/19	01/17/20	04/17/20
EITS UNIX Support	7540	Q	L01	07/26/19	10/18/19	01/17/20	04/17/20
EITS Expanded Helpdesk	7508	Q	L01	08/16/19	11/15/19	02/21/20	05/15/20
ASD Cost Allocation	7439	Q	L01	08/16/19	11/15/19	02/21/20	05/15/20
Dept of Admin. Director's Cost Alloc *	7398	Q	L01	07/26/19	10/18/19	01/17/20	04/17/20
SPWD Admin Cost Allocation *	7398	S	L01	07/12/19		01/17/20	
SPWD Special Services*	7251	Q	ACTUAL	09/20/19	12/20/19	03/20/20	06/19/20
Governor's Washington Office Allocation	9127	A	L01	07/05/19			
Aviation Insurance	7057	A	ACTUAL	08/16/19			

Q = Quarterly
S = Semi-Annual
A = Annual
* = Changed from FY19 billing schedule

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 Journal Voucher with a transaction number beginning with "II". Agency-specific coding can be accommodated to avoid correcting JVs. Please contact ASD Management Analysts at ASDMAGroup@admin.nv.gov or (775) 684-0241.