

Joe Lombardo
Governor



Joy Grimmer
Director

Bob Ragar
Deputy Director

Daniel Marlow
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION

209 E. Musser Street, Suite 304 | Carson City, Nevada 89701
Phone: (775) 531-13200 | www.adminsvcs.nv.gov | Fax: (775) 684-5846

MEMORANDUM

22 July 2024

TO: Agency Fiscal Contacts

FROM: Daniel Marlow, Administrator

SUBJECT: **Fiscal Year 2025 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 “FY25 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 or call our office at (775) 531-3200.

Cc: Governor’s Finance Office

FY25 Internal Service Billing Schedule

BILLING DESCRIPTION	GL	Freq.	Basis	Q1	Q2	Q3	Q4
ALL AGENCIES							
NDOT Workers Compensation Premium Assmt	5200	Q	ACTUAL	08/16/24	11/15/24	02/21/25	05/16/25
Personnel Assessment	5400	Q	L01	08/16/24	11/15/24	02/21/25	05/16/25
EMRB Collective Bargaining Fee	5420	A	ACTUAL	07/19/24			
Collective Bargaining Assessment	5430	A	L01	07/19/24			
Personnel Subsidy Cost Allocation	5440	S	L01		10/18/24		04/18/25
Payroll Assessment	5700	Q	L01	08/16/24	11/15/24	02/21/25	05/16/25
Employee Fidelity Bond Insurance	7050	A	L01		10/18/24		
Property & Content Insurance	7051	A	L01	08/16/24			
Vehicle Comp & Collision Insurance (ADP)	7052	A	ACTUAL		12/20/24		
Risk Supplemental Property	7053	A	ACTUAL		03/21/25		
B&G Building Rent	7100	Q	L01	08/16/24	11/15/24	02/21/25	05/16/25
Lease Assessment	7255	Q	L01	08/16/24	11/15/24	02/21/25	05/16/25
Interdepartmental Mail Stop	7286	A	ACTUAL	08/16/24			
SWCAP	7384	Q	L01	09/20/24	12/20/24	03/21/25	06/20/25
Agency HR Services Cost Allocation	7389	Q	L01	07/19/24	10/18/24	01/17/25	04/18/25
Purchasing Assessment	7393	Q	L01	07/19/24	10/18/24	01/17/25	04/18/25
OCIO Mainframe Allocation	7515	Q	L01	07/19/24	10/18/24	01/17/25	04/18/25
OCIO UNIX Support	7540	Q	L01	07/19/24	10/18/24	01/17/25	04/18/25
OCIO SilverNet	7542	Q	L01	07/19/24	10/18/24	01/17/25	04/18/25
OCIO Infrastructure Assessment	7554	Q	L01	07/19/24	10/18/24	01/17/25	04/18/25
OCIO Security Assessment	7556	Q	L01	07/19/24	10/18/24	01/17/25	04/18/25
SELECT AGENCIES							
Aviation Insurance	7057	A	ACTUAL	09/20/24			
SPWD Special Services *	7251	Q	ACTUAL	10/18/24	01/17/25	04/18/25	07/18/25
OCIO CIO Cost Allocation	7394	Q	L01	07/19/24	10/18/24	01/17/25	04/18/25
OCIO Staff Cost Allocation	7395	Q	L01	07/19/24	10/18/24	01/17/25	04/18/25
OCIO Computer Facility Rent Cost Allocation	7397	Q	L01	07/19/24	10/18/24	01/17/25	04/18/25
SPWD Administration Cost Allocation	7398	S	L01	07/19/24		01/17/25	
Dept of Admin Director's Cost Allocation	7398	Q	L01	07/19/24	10/18/24	01/17/25	04/18/25
ASD Cost Allocation	7439	Q	L01	08/16/24	11/15/24	02/21/25	05/16/25
OCIO PC LAN Tech Cost Allocation	7506	Q	L01	07/19/24	10/18/24	01/17/25	04/18/25
OCIO Agency IT Support	7507	Q	L01	07/19/24	10/18/24	01/17/25	04/18/25
OCIO Expanded Helpdesk	7508	Q	L01	08/16/24	11/15/24	02/21/25	05/16/25
Capital Police	9158	Q	L01	07/19/24	10/18/24	01/17/25	04/18/25
Governor's Washington Office Allocation	9127	A	L01	07/19/24			

*SPWD Special Services is billed based on actual work performed during the quarter, therefore billing will be processed the month after the end of a quarter.

- Q = Quarterly
- S = Semi-Annual
- A = Annual

FISCAL YEAR 2025

JULY 2024							AUGUST 2024							SEPTEMBER 2024						
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					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

OCTOBER 2024							NOVEMBER 2024							DECEMBER 2024						
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						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

JANUARY 2025							FEBRUARY 2025							MARCH 2025						
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						1							1	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	23	24	25	26	27	28	29	
													30	31						

APRIL 2025							MAY 2025							JUNE 2025						
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						1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	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 or call (775) 531-3200 for questions regarding this billing schedule.