



JIM GIBBONS
Governor

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
515 East Musser Street, Suite 300
Carson City, Nevada 89701
Phone (775) 684-0170 • Fax (775) 684-0188

ANDREW K. CLINGER
Director

GREG SMITH
Purchasing Administrator

June 19, 2007

MEMORANDUM

To: All State Agencies, the Court System, the Nevada System of Higher Education, the Legislative Counsel Bureau and all Political Subdivisions within the State of Nevada

From: Greg Smith, Administrator

Subject: Diner's Club Card Requests

Effective July 1, 2007 this office will no longer approve membership in the Diners Club travel-card program for newly-hired state employees. Employees will only be eligible for card approval after six (6) months of continuous service.

Unfortunately, a direct and disproportionate correlation exists between new employees and delinquencies leading to write-offs. Balances written-off as non-collectable adversely affect the amount of incentive money the State receives, per the terms of the program, on a "dollar for dollar" basis.

Agencies may request "hardship" consideration for an employee under certain circumstances, but such approval will only be considered after a careful review and acknowledgement of the situation by the Purchasing Administrator. This consideration can be initiated by submitting a memo to State Purchasing, along with the card application and an outline of the unique circumstances to justify your request. Card approval may be subject to one or both of the following:

- Reduced monthly credit limit for the six (6) month probationary period and/or
- Credit check as performed by Diners Club

Information about the Diner's Club Program Policies and Procedures can be obtained from our website at <http://purchasing.state.nv.us> by choosing the What's New link.

Questions concerning this change in policy or regarding the Diners Club travel card program in general should be directed to Program Officer, Cindy Stoeffler at (775) 684-0173 or by e-mail to: cstoeffler@purchasing.state.nv.us.

Purchasing 2007-17

Please visit our website at <http://purchasing.state.nv.us>