



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 13, 2008

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: Excess Property Update

The Purchasing Division would like to announce that its Property Management Program has been transferred to Mike Matovina in our Reno Warehouse. Please visit the Purchasing Division's website at <http://purchasing.state.nv.us> and click on the "Property Management Program" link to access the Program's webpage, which has been updated with revised forms, staff information and a new Frequently Asked Questions (FAQ) link regarding inventory and property management.

Agencies are requested to download and begin using the new forms immediately (specifically, the Vehicle Turn in Document and the Property Disposition Report [PDR]). As a reminder, only one disposition should be used when completing a PDR, e.g. one for excess property, one for beyond repair items, etc.; reports are to be faxed directly to the Reno Warehouse at (775) 688-1503.

Remember to visit the "Agency Excess Property Wish List" page when identifying property for excess to see if another agency has a need for it. If any agency has submitted a request for property your agency is excessing, please contact that agency directly to make arrangements for the transfer. Be certain to update the affected inventories in the Advantage System when transferring property between agencies.

Please note: in addition to the Wish List, the division is now posting website photos of available furniture and equipment in an effort to save agencies time and fuel when searching for various items.

If you have any questions regarding the new forms or availability of excess property, please feel free to contact Marie Gullet at (775) 688-1160, x227 or via email at mgullet@purchasing.state.nv.us.

Purchasing 2008-20

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