

Joe Lombardo
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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION

Purchasing Division

515 East Musser Street, Suite 300 | Carson City, Nevada 89701
Phone: 775-684-0170

State Purchasing Year End Purchase Order Rollover Request Form
SFY 2026 – SFY 2027

In accordance with the Office of the State Controller State Fiscal Year (SFY) 2026 Closing Instructions, all **Receivers** must be accepted in Core.NV no later than close of business on **Friday, July 31, 2026**.

The Purchasing Division may grant an extension as identified in the Closing Instructions. If you are unable to meet this deadline, and you do not have a documented extension, please work with appropriate fiscal staff at your agency to determine if you can roll the purchase order (PO) to SFY27. This completed form must be received by the Purchasing Division no later than **August 7, 2026**.

E-MAIL COMPLETED FORM TO: nvpurch@admin.nv.gov

DEPT/AGENCY	
PURCHASE ORDER (PO)#	
PURCHASE ORDER (PO)#	
PURCHASE ORDER (PO)#	
PURCHASE ORDER (PO)#	
PURCHASE ORDER (PO)#	

Agencies requesting to roll more than five POs may attach a spreadsheet to this form. List total number from the spreadsheet below. Any new additions to the spreadsheet will require a new form updating the total number listed on the spreadsheet and a new agency fiscal signature.

_____ POs listed on the attached spreadsheet are included in this request.

AGENCY FISCAL CONTACT NAME:	
EMAIL:	PHONE NUMBER:

AGENCY FISCAL SIGNATURE:

PLEASE NOTE: Automated Purchasing Rollover will begin on **August 10, 2026**, with SFY26 encumbrances released on or before **August 14, 2026**. **SFY27 authority MUST be available by August 10, 2026, to ensure the rollover can process.** For questions or concerns please contact Robert Dean at robertdean@admin.nv.gov. Completed forms should be submitted to nvpurch@admin.nv.gov.