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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Purchasing Division

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MEMORANDUM

May 21, 2026

TO: All State Agencies

FROM: William Taylor, Administrator *WT*

SUBJECT: Contract Log Submission

Pursuant to State Administrative Manual (SAM) 0321(D), agencies are required to maintain a Contract Log for all Purchasing-led agency contracts and services. To ensure compliance, the Purchasing Division is requesting you submit your Contract Log(s) by June 15, 2026, for this reporting cycle.

The Purchasing Division will compile the submitted logs into a biannual Contract Report for the Director of Administration. This report will serve as a mechanism to identify and address instances of noncompliance and detect and report potential procurement malfeasance.

A Contract Log template has been provided by the Nevada Department of Administration (Included). Agencies should submit the completed template, along with all existing individual Contract Logs, to ensure compliance with SAM 0321 (D).

Please submit the agency's required information to nvpurch@admin.nv.gov.

We appreciate your cooperation in ensuring transparency and accountability in the procurement process.

If you have any questions or need assistance with the Contract Log, please contact the Purchasing Division at purchasinghelpdesk@admin.nv.gov or Phone: 775-684-0176 (option 2)

PURCH – 2026-03

cc: Joy Grimmer, Director, Department of Administration
Mandy Hagler, Deputy Director, Department of Administration