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MEMORANDUM

June 26, 2026

TO: All State Agencies
FROM: William Taylor, Administrator
SUBJECT: Coding P Card and Travel Card Transactions in CORE.NV

The State Purchasing Division is reminding agencies of the requirement to review and resolve rejected General Accounting Expense (GAX) transactions related to Bank of America Purchasing Card (PCard) and Travel Card payments processed through the WORKS system.

Agencies are responsible for ensuring monthly card transactions are properly coded, approved, and successfully processed in CORE.NV to ensure timely payment to Bank of America.

Payment Process Timeline

Beginning on the 26th of each month through midnight on the 9th of the following month:

- Agencies must code, review, and fully approve (level 1 and level 2) all PCard and Travel Card transactions in WORKS. **Failure to have both levels of approval in WORKS will automatically result in a rejected transaction in CORE.NV.**

On the 10th of each month:

- OPM collects and loads WORKS files into CORE.NV
- Transactions process during the nightly cycle

On or after the 11th of each month:

- Agencies must review GAX transactions beginning with BA and TC in CORE.NV

Transaction Status Review

If processing is successful:

- GAX status will display as Final/Submitted
- EFT status will display as Final/Submitted
- No further action is required

If processing is unsuccessful:

- GAX status may display as Draft/Rejected
- Agencies must correct, submit, and approve the transaction in CORE.NV
- EFT payment will not be generated until the GAX transaction is completed

Locating Rejected Transactions in CORE.NV

1. Log into CORE.NV
2. Navigate to the Transaction Catalog
3. Enter “GAX” as the Transaction Code
4. Enter your agency’s Transaction Dept number
5. Enter “BA*” or “TC*” as the Transaction ID or
6. Select “Rejected” as the Transaction Status
7. Click Search

This will display all rejected Bank of America and Travel Card GAX transactions for your agency.

Failure to monitor and resolve rejected GAX transactions may result in delayed payments to Bank of America.

Thank you for working through these changes with us, as we utilize the CORE.NV system in the state’s modernization journey.

For questions or assistance, please contact the State Purchasing Division at nvpurch@admin.nv.gov .

PURCH – 2026-05

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