

Joe Lombardo
Governor



Jack Robb
Director

Matthew Tuma
Deputy Director

Gideon Davis
Administrator

**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

MEMORANDUM

May 17, 2023

To: All State Agencies

From: Gideon Davis, Administrator

Subject: SFY23 State Purchasing Division Deadlines

As we approach the end of State Fiscal Year (SFY) 23 the Purchasing Division would like to make you aware that there may continue to be delays in expected delivery timeframes on some purchases due to continued global supply chain disruptions. Agencies anticipating ordering goods should plan on additional time for delivery and may want to take delays into consideration when planning purchases that need to be made by the end of SFY 2023.

The Purchasing Division will continue to process requisitions (RXQs) that are fully accepted in the Advantage Integrated Financial System (IFS); non-contract above \$50,000 (which require a formal bid) through Friday May 26, 2023, and those from existing contracts or non-contract under \$50,000, through Thursday June 30, 2023. Remember to allow time for EITS approval when entering any applicable RXQ.

It is important to note that when placing an order, all SFY 23 supplies, materials, or equipment purchases will need to be physically received no later than close of business (COB) Friday July 28, 2023, with the receiver fully accepted in IFS no later than COB Friday August 4, 2023. If the purchase cannot be delivered and received prior to the cutoff, funding will need to be in place to move the purchase to SFY 24 or the order will need to be canceled.

Rollover request forms, to move purchase orders, will need to be received by the Purchasing Division, no later than COB Wednesday August 9th. The automated rollover will begin August 14, 2023, with encumbrances moved from SFY23 to SFY24 on or before August 18, 2023.

If you have questions about a specific purchase, potential lead times, or rollovers, please contact your assigned Purchasing Officer https://purchasing.nv.gov/contact/Who_is_my_Purchasing_Officer/ or the Purchasing Division main line at 775-684-0170.

Purchasing 2023-01