



Division of State Parks

Financial #10-10	Budget Account 4604 Funds	5/15/09	Page 1 of 1
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<p>REFERENCES: NRS 407.0763</p> <hr/> <p>PURPOSE: To standardize the procedures for the expenditure of the funds on budget account 4604.</p> <hr/> <p>ORGANIZATION: The division will collect and expend interest and income earned on the money in the account for facility and grounds maintenance projects. The division shall not expend the principal of the account.</p> <hr/> <p>PRIOR POLICY: None.</p>

PROCEDURES:

- I. All projects, regardless of cost, require the ADVANCED APPROVAL of the administrator. Project requests will be submitted from the park, through the regional manager, *deputy administrator*, the chief of planning and development (P&D) and administrative services officer (ASO). All projects will include a complete description of the project, a justification for the project, a cost estimate and basis of the estimate and an estimated completion date. This information is to be completed on the 4604/4605 Fund Request form (ADM-46). *(While the director's approval is on the form, it is not needed for requests from this funding source.)*

- II. The form is submitted to the division office, where the administrative assistant will log and track its process and the accountant technician will verify funds are available, assign a purchase order and attach the funding recap. The administrative assistant will assist in routing the form for approval.

- III. Upon approval the form will be logged as complete and copies distributed as outlined on the form.

RULES:

- I. The division accountant technician will assign purchase order numbers, track expenses, process payment vouchers and maintain the budget account. Purchase orders must be received from this position prior to making purchases.

- II. The State Administrative Manual rules and regulations will be followed concerning purchasing procedures on any expenditure made. Also, a copy of the approved form will accompany contracts using these funds.

<p>Original signed by: _____</p> <p style="text-align: center;">SIGNED</p> <hr/> <p style="text-align: center;">David K. Morrow, Administrator</p>	<p style="text-align: center;">5/19/09</p> <hr/> <p style="text-align: center;">Date</p>
<p>Original signed by: _____</p> <p style="text-align: center;">SIGNED</p> <hr/> <p style="text-align: center;">Allen Biaggi, Director</p>	<p style="text-align: center;">5/20/09</p> <hr/> <p style="text-align: center;">Effective Date</p>

