Nevada Division of State Parks
4604/4605 FUND REQUEST

Date _____

TO: _____ , Regional Manager
_____ , Administrative Services Officer
_____ , Chief of Planning & Development
_____ , Deputy Administrator
_____ , Administrator
_____ , DCNR Director

THROUGH: _____ , Administrative Assistant II
_____ , Accounting Technician

FROM: _____ ,

Please mark suggested funding source. Once approved, all proper purchasing and contracting procedures must be made.

☐ **Utility Surcharge** – In accordance with NRS 407.0762 and NRS 407.0765, referring to monies collected for repair, operation and maintenance of sewer, water and electrical systems within state parks, the following request is being submitted for approval. This request meets the requirements of the Division's policy for use of these funds and will be used for the listed project at the specified location. **Project #** _____

☐ **User Fee Overage** – In accordance with NRS 407.0762, referencing the use of monies collected for maintenance of state parks, the following request is being submitted for approval.

☐ **4604 Funds -** In accordance with NRS 407.0763, referencing the use of monies collected for maintenance of state park facilities and grounds, the following request is being submitted approval.

Project Name: _____ **Estimated Cost:** _____
Park Name: _____ **Estimated Completion Date:** MM/DD/YY
Brief project description and justification:

Approved By _____ **Date** _____
Administrator

Approved By _____ **Date** _____
DCNR Director

cc: Regional Manager
Regional Facility Supervisor
Accounting
Chief of Planning & Development
File & Reader Copy