



BRIAN SANDOVAL  
Governor

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

GREG SMITH  
Purchasing Administrator

September 30, 2011

**MEMORANDUM**

To: All State Agencies, the Nevada System of Higher Education, the Court System, the Legislative Counsel Bureau, and all Political Subdivisions within the State of Nevada

From: Greg Smith, Administrator

Subject: Computer Corps

On June 10, 2011, state agencies in northern Nevada were instructed to dispose of excess IT equipment via Redemtech. The Purchasing Division has completed its six month pilot contract with Redemtech and will be analyzing the results to determine the success of the project. Your cooperation has been greatly appreciated.

Effective Monday, October 3, 2011, agencies may again donate their excess IT equipment to Computer Corps. Agencies should submit Property Disposition Reports to the Purchasing Division's Reno Warehouse, to the attention of Marie Gullet. Once approval to donate is obtained, agencies may contact Computer Corps to schedule a delivery or a pick up at 775-883-2323. **Please note: Agencies must have prior authorization to transfer or donate equipment to any organization.**

Drop off locations:

Carson City – 550 Mallory Way  
Reno – 3595 Airway Drive, #407

Should you require additional information, please contact Marie Gullet at 775-684-1835 or [mgullet@admin.nv.gov](mailto:mgullet@admin.nv.gov).

Purchasing 2012 - 02

Please visit our website at <http://purchasing.state.nv.us>