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## MEMORANDUM

TO: All Agencies

FROM: James Gast, Administrator  
Department of Administration – Mail Services

SUBJECT: Mail Services Fiscal Year 2026 Rate Schedule

Please be advised of the following final Mail Services Division rates for the fiscal year 2026 legislatively approved budget. Any questions regarding mail service needs can be sent to [mailservices@admin.nv.gov](mailto:mailservices@admin.nv.gov) and billing issues can be sent to [asdbillinggroup@admin.nv.gov](mailto:asdbillinggroup@admin.nv.gov).

Budget Account	Expenditure GL	Service	Rate Unit	Frequency	FY26 Rate
1346	7285	Admin Fee	per Postage Cost	Monthly	12.61%
1346	7286	Interdepartmental Mail Stop	per Stop per Year	Annually	\$5,495.00