



<b>STATE OF NEW JERSEY TECHNOLOGY CIRCULAR</b>  Financial Reporting and Accountability for Information Technology Expenditures Procedure	<b>POLICY NO:</b>  <b>16-02-NJOIT-P</b>	
	<b>SUPERSEDES:</b> N/A	<b>EFFECTIVE DATE:</b> 08/25/2016
	<b>VERSION:</b> 2.0	<b>LAST REVIEWED:</b> 03/01/2017

## 1. PROCEDURE

- 1.1. Agencies shall submit electronically an **IT Expenditure Report (ITER)** with an **Agency Certification**, to the CTO, on or before the 10th of the month, following the conclusion of each fiscal-year quarter.
- 1.2. Agencies must use the reporting formats defined by the CTO.
- 1.3. The **ITER** shall be submitted as an Excel workbook and enter both actual and projected amounts:
  - 1.3.1. For all four (4) quarters
  - 1.3.2. Include **both** encumbrances and expenditures.
  - 1.3.3. All amounts shall be recorded in whole numbers.
- 1.4. Each **ITER** must be attached to a scanned pdf of the **Agency Certification** executed with the following signatures:
  - 1.4.1. The agency's Chief Information Officer or Equivalent
  - 1.4.2. The agency's Chief Financial Officer
  - 1.4.3. The agency's Commissioner, Equivalent, or Designee
- 1.5. Agencies must use the file naming convention  
Org Code\_Department\_Acronym\_ITER\_FYYY-Q#.xls  
(e.g. 086\_OIT\_ITER\_FY17-Q1.xls).
- 1.6. The completed **ITER** and **Agency Certification** must be submitted to [ITExpenditures@tech.nj.gov](mailto:ITExpenditures@tech.nj.gov)