



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