CIRCULAR

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY

NO.: 11-01-OMB	ORIGINATING AGENCY: OFFICE OF MANAGEMENT AND BUDGET	PAGE 1 OF 15
EFFECTIVE DATE: JULY 1, 2010	EXPIRATION DATE: JUNE 30, 2011	SUPERSEDES: 10-01-OMB
SUBJECT: CIRCULAR INDEX BY YEAR AND CLASSIFICATION		
ATTENTION: DIRECTORS OF ADMINISTRATION AND CHIEF FISCAL OFFICERS		
FOR INFORMATION CONTACT: CYNTHIA L. QUIG		PHONE: (609) 292-5358

Enclosed is the current Department of the Treasury Circular Index, which supersedes the index distributed (Circular 10-01-OMB), dated July 1, 2009. There are two indexes; one by year and one by classification. Both consist of all current Circulars and remain in effect until June 30, 2011. All others should be discarded.

Circulars are policy directives and/or procedures that are required to be followed by executive branch departments/agencies. If other branches of government, independent governmental organizations, authorities, colleges, universities, etc. wish to adopt circulars, it is at their own discretion to implement or amend as they find necessary.

Charlene M. Holzbaur
Director

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Enclosure

NOTE: A complete repository of all circulars issued is on the State of New Jersey's web site located at the following address: http://www.nj.gov/infobank/circular/circindx.htm.

The following Circulars, listed by year, are current and still in effect:

C.L.#	SUBJECT	CONTACT	SUPERSEDES
80-16-OMB	Appropriate Accounts for Establishment of Temporary Positions	Thomas Gillen 609-292-6741	----
81-27-OMB	Special Services Positions	Thomas Gillen 609-292-6741	80-21-OMB
85-14-OMB	Downgrading of Positions	Thomas Gillen 609-292-6741	82-20-OMB
87-12-GSA (PC-34C)	Contract Delegation to DEP for Hazardous Material Cleanups	Guy Bocage 609-292-4886	PC-34B
88-02-GSA (FMC-88-2)	Auditing of Vehicle Use Policy and Procedure	George Krumenacker 609-292-0734	----
88-07-GSA	Transfer of Real Property between State Agencies	Bernard McLaughlin 609-292-5111	81-34-OMB
88-23-OMB	Excise Tax on Gasoline and Diesel Fuel	Leslie Notor 609-292-5040	----
88-30-GSA (FMC-88-3)	Monthly Mileage Reporting	George Krumenacker 609-292-0734	----
89-01-GSA (FMC-89-1)	Radio Earphones	George Krumenacker 609-292-0734	----
90-10-GSA	Steel Shelving Review and Procurement Procedures	Steven Sutkin 609-984-9701	87-01-GSA
91-03-OMB	Funds 101, 141, and 151	Leslie Notor 609-292-5040	----
91-13-OMB	Fiscal Note Procedures	Jennifer Kinsley 609-633-0258	86-07-OMB
91-29-OMB	Employee Membership in the State's Retirement System	Florence Sheppard 609-292-3678	----
91-32-OMB	Equipment Inventory Process	Thomas Gillen 609-292-6741	83-08-OMB
93-08-GSA	Procurement of State Motor Vehicles	Robert Farber 609-633-9804	80-17-GSA (PC-27)
93-13-GSA	Debarments, Suspensions, Disqualifications Pursuant to Executive Order # 34/1976	Steven Sutkin 609-984-9701	----
94-02-OMB	Changes to OMB Circulars Brought About by Implementation of CFS	Kathy Steepy 609-984-9611	See Circular
94-06-OMB	Credits to Salary Accounts	James Dermody 609-984-5205	85-03-OMB
94-09-OMB	Reimbursement for Employee Benefits	James Dermody 609-984-5205	85-15-OMB
94-17-OMB	Hold Checks	Leslie Notor 609-292-5040	86-23-OMB
94-23-OMB	Dishonored Checks	Raju Islania 609-984-3367	85-11-OMB

C.L.#	SUBJECT	CONTACT	SUPERSEDES
94-24-OMB	Deposits by State Agencies	Ron Tani 609-292-4604	85-12-OMB
94-26-OMB	State Expenditure Recoveries from the Federal Government	Dominic Marrocco 609-292-5043	87-09-OMB
94-33-GSA	Procurement of State Motor Vehicles	Robert Farber 609-633-9804	Addendum to 93-08-GSA
94-34-GSA	Capital Construction Fees and Contingencies and Requisitioning Procedures	Richard Ferrara 609-633-3914	92-03-GSA
94-37-GSA	Standardization of Printing Stationery	Sandy Gallino 609-292-8679	----
95-03-OMB	Deposits of Checks or Cash by State Agencies for Personal Telephone Calls	Kathy Steepy 609-984-9611	94-22-OMB
95-08-OMB	Intra-Governmental Payment Vouchers	Patricia Leahey 609-292-8938	----
95-11-OMB	Internal Accounting Controls	Leslie Notor 609-292-5040	----
95-13-OMB	Audits of State Agencies	Patricia Leahey 609-292-8938	85-39-OMB 86-12-OMB
95-15-GSA	Effective Use of Photo Copiers	Anthony Malba 609-292-2873	95-12-GSA
95-21-GSA	Leasing Out of State Real Property	Bob Schaunessy 609-292-9694	91-06-GSA
95-22-GSA	Acquisition of Real Property by State Agencies	Lou Rafone 609-292-7210	88-10-GSA (PFM-06-88)
96-13-OMB	State Vendor Set-Off for State Tax	David Gavin 609-292-6611	----
96-16-OMB	Federal and Other Non-State Funding and Central Support Indirect and Administrative Costs	Scott Pericoloso 609-984-3496	95-07-OMB
96-18-OMB	Payments to Vendors	Cheryl Martinez 609-292-4820	94-15-OMB
97-02-OTS	Internet Access and Use Policy for New Jersey Government	Adel Ebeid 609-984-4082	----
97-03-OTS	Guidelines for Acceptable Internet Access and Use for New Jersey Government	Adel Ebeid 609-984-4082	----
97-05-ST	Administration of Public Records of Privatized Functions and Services	Karl Niederer 609-984-3299	----
97-07-ST/CA	Administration of Public Records of Privatized County and Local Functions and Services	Karl Niederer 609-984-3299	----
97-10-GSA	Building Condemnation and Demolition	Margaret Quinn 609-292-5400	91-15-OMB
97-11-OMB	Contracting for the Production of Films or Videotapes	Gary Brune 609-984-5234	----

C.L.#	SUBJECT	CONTACT	SUPERSEDES
97-18-OMB	Worker Status-Employee Versus Independent Contractor	Kathy Steepy 609-984-9611	94-08-OMB
98-12-OMB	Transfers Guidelines	Patricia Leahey 609-292-8938	96-05-OMB
98-15-OMB	Assignment of State-Owned Personal Computers to State Employees	Thomas Gillen 609-292-6741	88-24-OMB
98-17-OMB	Use of the State of New Jersey Payment Voucher by State Agencies	Leslie Notor 609-292-5040	----
99-08-OMB	Commutation Mileage Payments Accounting and Taxability	Kevin McMullen 609-984-6363	----
00-17-DPP (PC-39-1A)	Disposition of Excess and Surplus Computer Computer Equipment	Surplus Property Unit 609-530-8196	----
00-18-OMB	Health Benefit and Dental Expense Programs	Eileen Gittins 609-292-2517	----
01-01-ST	Uniform Electronic Transactions Act (UETA) Guidance	Albin Wagner 609-530-3204	----
01-02-OMB	Automobile Mileage Reimbursement Rate	Leslie Notor 609-292-5040	94-13-OMB
01-04-OMB/DPP	Non-Purchase Bureau Encumbrances and Expenditures	Leslie Notor 609-292-5040	95-16-OMB 96-03-OMB
01-07-OMB	Fixed Assets	James Kelly 609-633-3910	00-15-OMB
01-11-OMB	EZ Pass Toll Accounts	Michael Bell 609-292-4826	----
02-06-OIT	Internet and Statewide Intranet Presence and Web Site Development for NJ State Government	Adel Ebeid 609-984-4082	97-01-OTS
02-07-RT	Proof of Registration Requirements for Contractors and Sub-contractors Providing Goods and Services to State Government Agencies and Authorities	Robert Benco, Jr. 609-633-8294	----
02-11-OMB	Automated Clearinghouse (ACH) Payment Pre-Notification	John Burrows 609-984-5217	Addendum to 94-21-OMB
03-08-OMB	Annual Internal Control Reporting	Patricia Leahey 609-292-8938	98-02-OMB
03-10-ST	Managing Electronic Mail: Guidelines and Best Practices	Albin Wagner 609-530-3204	----
04-04-OMB	Single Audit Policy for Recipients of Federal Grants, State Grants, and State Aid	Robert Lazzara 609-984-1536	98-07-OMB
04-06-OIT	Assignment and Use of Cellular Wireless Devices	Adel Ebeid 609-984-4082	02-03-DPP
04-09-ADM/OMB	Line of Credit Program	George McElroy 609-984-6271	98-06-DPP/OMB
04-10-OMB/DPP	State of NJ Purchasing Card Program	Jay Karamali 609-292-9919	02-10-OMB/DPP

C.L.#	SUBJECT	CONTACT	SUPERSEDES
04-12-OMB	Federal Treasury Offsets	Kathleen Babula 609-633-7913	----
04-15-DPMC/OMB	SPR PROCESS	Bernard McLaughlin 609-292-5111	97-14-GSA
05-02-OMB	Federal Funds	William Maughan 609-292-5004	95-19-OMB
05-03-OMB	Guidelines for the Establishment and Operation of Petty Cash Funds	Leslie Notor 609-292-5040	96-08-OMB
05-06-OMB	Guidelines for the Establishment and Operation of Special and Confidential Funds	Leslie Notor 609-292-5040	96-10-OMB
05-10-DPP	Travel Charge Card Program	Garry Dales 609-984-3131	98-05-GSA
05-14-OMB	Accounting for the Purchase of Goods or Services from State Colleges and Universities	Patricia Leahey 609-292-8938	05-04-OMB
06-03-OMB	Statewide Non-Tax Debt Collection and Write-Off	Albertha Hyche 609-633-9056	03-06-OMB
06-04-OMB	Regular Payroll Cut-off Time	Kevin McMullen 609-984-6363	93-03-OMB
06-10-OMB	Payment of Lawsuit Awards and Settlements	Michael Henry 609-292-0051	02-08-OMB
06-14-OMB	Entertainment, Meals and Refreshments	Leslie Notor 609-292-5040	06-11-OMB
07-02-OMB/BRM	Departmental Responsibility and Procedure for Loss to Real or Personal Property or Other State Assets	Jeffrey Marshall 609-292-8106	BRM 1.3
07-04-OMB	Form 1099 Issuance	Cheryl Martinez 609-292-4820	94-11-OMB
07-05-OMB	Grant Agreement - Agency Contracts	Robert Lazzara 609-984-1536	05-12-OMB
07-06-DPP/OIT	Procurements of Information Technology (IT) Hardware, Software and Related Services	OIT External IT Procurement Review Unit 609-633-9101	06-15-DPP/OIT
07-14-OMB/OIT	Moratorium on Procurements of Information Technology (IT) Hardware, Software, and Related Services	Gary Brune 609-984-5234 Adel Ebeid 609-984-4082	07-12-OMB/OIT
07-19-OMB/OIT	$5 Minimum for Toll Statement Generation	Gary Brune 609-984-5234 David T. Blackwell 609-633-0331	07-17-OMB/OIT
08-02-DPP	Excess/Surplus Property Procedures Solar Renewable Energy Certificates (SRECs)	Carl Doan 609-633-2513	----
08-03-DPP	Excess/Surplus Property Procedures	Henry Karnas 609-530-8196	00-16-DPP (PC-39A)

C.L.#	SUBJECT	CONTACT	SUPERSEDES
08-05-OMB	Vision Care Reimbursement Program	Kevin McMullen 609-984-6363	05-05-OMB
08-06-PMC/OMB	Disposal of Surplus State Real Property and Granting of Easements/Licenses Across State Lands	Bob Schaunessy 609-292-9694	99-02-PMC/OMB
08-09-DPP	Purchases from Federal Supply Schedules or Schedules of Other Federal Procurement Programs	CCA Unit 609-292-5400	07-15-DPP
08-17-OMB	Recovery of Unemployment Benefits from Back-Pay Awards	Kevin McMullen 609-984-6363	86-04
08-19-OMB	Travel Regulations	Michael Bell (State Agencies) 609-292-4826 David Joye (Local School Districts) 609-984-4900	08-13-OMB
08-22-OMB/DPP	Moratorium on Procurement of Non-IT (Information Technology) Equipment	Gary Brune 609-984-5234 Guy Bocage 609-292-4886	08-18-OMB/DPP
09-02-DPMC	Procedures for the Acquisition of Furniture and Carpeting	Bernard McLaughlin 609-292-5111	07-10-DPMC
09-03-DPP	Delegated Purchasing Authority (DPA)	CCA Unit 609-292-5400	06-16-DPP
09-08-OIT	IT Staff Augmentation Contract – Acceptable Use Policy	John Sedlak 609-633-9052	
09-10-DPP/OMB/OIT	Professional Services: Review, Control, Monitoring, and Extensions	CCA Unit 609-292-5400 Gary Brune 609-984-5234 PMO Unit 609-777-3773	08-10-DPP/OMB/OIT
09-11-DPP	Requests for Waivers of Advertising	CCA Unit 609-292-5400	08-08-DPP
09-12-OMB	Refund of Payroll Checks	Kevin McMullen 609-984-6363	05-07-OMB
09-14/CSC/PMC/OMB	State Employee Location Coding	ecatsadmin@csc.state.nj.us talrs.support@csc.state.nj.us locationcode.support@csc.state.nj.us	99-03-PMC/OMB
10-02-OMB	Automated RecordsManagement/Storage Systems and Related Services	Gary Brune 609-984-5234	07-11-OMB
10-03-ADM/OMB	Tuition Reimbursement and Training Costs	Training Unit 609-777-0425	96-04-OMB Addendun to 94-10-OMB
10-04-OES/OMB	New State Energy Tracking System and Policy for Payment of Energy Invoices	John Rhodes 609-633-0080	----
10-05-ADM	State Vehicular Assignment and Use Policy	Robert Farber 609-633-9084 George Krumenacker 609-292-0734 Theresa Adams 609-984-7757	08-16-ADM

C.L.#	SUBJECT	CONTACT	SUPERSEDES
10-06-ADM	Motor Vehicle Credit Card Assignment and Use Policy	Robert Farber 609-633-9084	95-14-GSA
10-07-ADM	State Vehicle Parking and Violation Control Policy	George Krumenacker 609-292-0734	91-30-GSA
10-08-ST	Microfilming of Public Records and Purchase of Micrographic Equipment	Barbara Goszka 609-530-3234	----
10-09-OMB	Taxability of the Personal Use of State Provided Vehicles and Driver Services	Kevin McMullen 609-984-6363	09-04-OMB
10-10-OMB	Group Term Life Insurance in Excess of $50,000	Kevin McMullen 609-984-6363	09-05-OMB
10-11-OMB	Banking Services	Ron Tani 609-292-4604 Lewis Lawitz (Credit Card Processing) 609-943-4825	00-12-OMB
10-12-OMB/ADM	Payroll Printed Message and Paycheck Distribution Policy	Eileen Gittins - OMB 609-292-2517 Michael Tyger – ADM 609-633-0813	
10-13-OMB	Employer's Share of FICA/Medicare Taxes Charged to Federal and Non-State Funded Programs – Calendar Year 2010	Scott Pericoloso 609-984-3496	09-07-OMB
10-14-OMB	"Employee Benefit" Reimbursement Rates	Scott Pericoloso 609-984-3496	09-06-OMB
10-15-DPP	State Contract Manager	CCA Unit 609-292-5400	08-23-DPP
10-16-DPMC	Delegation of Authority – Small Business Projects	Contract Administration 609-984-3629	96-12-GSA
10-17-OMB	Financial/Payroll Year-End Guidelines - Fiscal Year 2010	Cheryl Martinez 609-292-4820	09-13-OMB
10-18-OMB	Fiscal Year-End Capital Assets, Impairments, and Certification Requirements	Steven Sagnip 609-292-3175	
10-19-OMB	Off-Line Funds	Leslie Notor 609-292-5040	96-14-OMB
10-20-OMB	Continued Coverage for Ten-Month Employees – Health/Dental Expense Program	Mark Cipriano 609-777-1706	09-09-OMB

The following Circulars, listed by classification, are current and still in effect:

C.L.#	SUBJECT	CONTACT	SUPERSEDES
I. ADMINISTRATIVE			
94-37-GSA	Standardization of Printing Stationery	Sandy Gallino 609-292-5133	----
95-15-GSA	Effective Use of Photo Copiers	Anthony Malba 609-292-2873	95-12-GSA
97-05-ST	Administration of Public Records of Privatized Functions and Services	Karl Niederer 609-984-3299	----
97-07-ST/CA	Administration of Public Records of Privatized County and Local Functions and Services	Karl Niederer 609-984-3299	----
01-01-ST	Uniform Electronic Transactions Act (UETA) Guidance	Albin Wagner 609-530-3204	----
03-10-ST	Managing Electronic Mail: Guidelines and Best Practices	Albin Wagner 609-530-3204	----
10-08-ST	Microfilming of Public Records and Purchase of Micrographic Equipment	Barbara Goszka 609-530-3234	----
10-12-OMB/ADM	Payroll Printed Message and Paycheck Distribution Policy	Eileen Gittins - OMB 609-292-2517 Michael Tyger – ADM 609-633-0813	
II. FISCAL OPERATIONS (Accounting/Financial Reporting/Auditing)			
88-23-OMB	Excise Tax on Gasoline and Diesel Fuel	Leslie Notor 609-292-5040	----
91-03-OMB	Funds 101, 141, and 151	Leslie Notor 609-292-5040	----
91-13-OMB	Fiscal Note Procedures	Jennifer Kinsley 609-633-0258	86-07-OMB
94-02-OMB	Changes to OMB Circulars Brought About by Implementation of CFS	Kathy Steepy 609-984-9611	See Circular
94-06-OMB	Credits to Salary Accounts	James Dermody 609-984-5205	85-03-OMB
94-09-OMB	Reimbursement for Employee Benefits	James Dermody 609-984-5205	85-15-OMB
94-17-OMB	Hold Checks	Leslie Notor 609-292-5040	86-23-OMB
94-23-OMB	Dishonored Checks	Raju Islania 609-984-3367	85-11-OMB
94-24-OMB	Deposits by State Agencies	Ron Tani 609-292-4604	85-12-OMB
94-26-OMB	State Expenditure Recoveries from the Federal Government	Dominic Marrocco 609-292-5043	87-09-OMB
95-03-OMB	Deposits of Checks or Cash by State Agencies for Personal Telephone Calls	Kathy Steepy 609-984-9611	94-22-OMB

C.L.#	SUBJECT	CONTACT	SUPERSEDES
II. FISCAL OPERATIONS (Accounting/Financial Reporting/Auditing) - continued			
95-08-OMB	Intra-Governmental Payment Vouchers	Patricia Leahey 609-292-8938	----
95-11-OMB	Internal Accounting Controls	Leslie Notor 609-292-5040	----
95-13-OMB	Audits of State Agencies	Patricia Leahey 609-292-8938	85-39-OMB 86-12-OMB
96-16-OMB	Federal and Other Non-State Funding and Central Support Indirect and Administrative Costs	Scott Pericoloso 609-984-3496	95-07-OMB
96-18-OMB	Payments to Vendors	Cheryl Martinez 609-292-4820	94-15-OMB
98-12-OMB	Transfers Guidelines	Patricia Leahey 609-292-8938	96-05-OMB
98-17-OMB	Use of the State of New Jersey Payment Voucher by State Agencies	Leslie Notor 609-292-5040	----
01-02-OMB	Automobile Mileage Reimbursement Rate	Leslie Notor 609-292-5040	94-13-OMB
01-04-OMB/DPP	Non-Purchase Bureau Encumbrances and Expenditures	Leslie Notor 609-292-5040	95-16-OMB 96-03-OMB
01-07-OMB	Fixed Assets	James Kelly 609-633-3910	00-15-OMB
01-11-OMB	EZ Pass Toll Accounts	Michael Bell 609-292-4826	Addendum to 01-08-OMB Revision to 99-11-OMB/DPP
02-11-OMB	Automated Clearinghouse (ACH) Payment Pre-Notification	John Burrows 609-984-5217	Addendum to 94-21-OMB
03-08-OMB	Annual Internal Control Reporting	Patricia Leahey 609-292-8938	98-02-OMB
04-04-OMB	Single Audit Policy for Recipients of Federal Grants, State Grants, and State Aid	Robert Lazzara 609-984-1536	98-07-OMB
04-10-OMB/DPP	State of NJ Purchasing Card Program	Jay Karamali 609-292-9919	02-10-OMB/DPP
04-12-OMB	Federal Treasury Offsets	Kathleen Babula 609-633-7913	----
05-02-OMB	Federal Funds	William Maughan 609-984-5004	95-19-OMB
05-03-OMB	Guidelines for the Establishment and Operation of Petty Cash Funds	Leslie Notor 609-292-5040	96-08-OMB
05-06-OMB	Guidelines for the Establishment and Operation of Special and Confidential Funds	Leslie Notor 609-292-5040	96-10-OMB
05-10-DPP	Travel Charge Card Program	Garry Dales 609-984-3131	98-05-GSA

C.L.#	SUBJECT	CONTACT	SUPERSEDES
II. FISCAL OPERATIONS (Accounting/Financial Reporting/Auditing) - continued			
05-14-OMB	Accounting for the Purchase of Goods or Services From State Colleges and Universities	Patricia Leahey 609-292-8938	05-04-OMB
06-03-OMB	Statewide Non-Tax Debt Collection and Write-Off	Albertha Hyche 609-633-9056	03-06-OMB
06-10-OMB	Payment of Lawsuit Awards and Settlements	Michael Henry 609-292-0051	02-08-OMB
06-14-OMB	Entertainment, Meals and Refreshments	Leslie Notor 609-292-5040	06-11-OMB
07-04-OMB	Form 1099 Issuance	Cheryl Martinez 609-292-4820	94-11-OMB
07-05-OMB	Grant Agreement - Agency Contracts	Robert Lazzara 609-984-1536	05-12-OMB
07-19-OMB/OIT	$5 Minimum for Toll Statement Generation	Gary Brune 609-984-5234 David T. Blackwell 609-633-0331	07-17-OMB/OIT
08-19-OMB	Travel Regulations	Michael Bell (State Agencies) 609-292-4826 David Joye (Local School Districts) 609-984-4900	08-13-OMB
09-10-DPP/OMB/OIT	Professional Services: Review, Control, Monitoring, and Extensions	CCA Unit 609-292-5400 Gary Brune 609-984-5234 PMO Unit 609-777-3773	08-10-DPP/OMB/OIT
10-03-ADM/OMB	Tuition Reimbursement and Training Costs	Training Unit 609-777-0425	96-04-OMB Addendun to 94-10-OMB
10-04-OES/OMB	New State Energy Tracking System and Policy for Payment of Energy Invoices	John Rhodes 609-633-0080	----
10-11-OMB	Banking Services	Ron Tani 609-292-4604 Lewis Lawitz (Credit Card Processing 609-943-4825	00-12-OMB
~~10-13-OMB~~	~~Employer's Share of FICA/Medicare Taxes~~ Charged to Federal and Non-State Funded Programs - Calendar Year 2010	~~Scott Pericoloso~~ 609-984-3496	~~09-07-OMB~~
10-14-OMB	"Employee Benefit" Reimbursement Rates	Scott Pericoloso 609-984-3496	09-06-OMB
10-17-OMB	Financial/Payroll Year-End Guidelines - Fiscal Year 2010	Cheryl Martinez 609-292-4820	09-13-OMB
10-18-OMB	Fiscal Year-End Capital Assets, Impairments, and Certification Requirements	Steven Sagnip 609-292-3175	
10-19-OMB	Off-Line Funds	Leslie Notor 609-292-5040	96-14-OMB

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III. GRANT PROGRAMS			
96-16-OMB	Federal and Other Non-State Funding and Central Support Indirect and Administrative Costs	Scott Pericoloso 609-984-3496	95-07-OMB
04-04-OMB	Single Audit Policy for Recipients of Federal Grants, State Grants, and State Aid	Robert Lazzara 609-984-1536	98-07-OMB
04-12-OMB	Federal Treasury Offsets	Kathleen Babula 609-633-7913	----
05-02-OMB	Federal Funds	William Maughan 609-292-5004	95-19-OMB
07-05-OMB	Grant Agreement - Agency Contracts	Robert Lazzara 609-984-1536	05-12-OMB
10-13-OMB	Employer's Share of FICA/Medicare Taxes Charged to Federal and Non-State Funded Programs – Calendar Year 2010	Scott Pericoloso 609-984-3496	09-07-OMB
10-14-OMB	"Employee Benefit" Reimbursement Rates	Scott Pericoloso 609-984-3496	09-06-OMB
IV. PAYROLL/PERSONNEL			
80-16-OMB	Appropriate Accounts for Establishment of Temporary Positions	Thomas Gillen 609-292-6741	----
81-27-OMB	Special Services Positions	Thomas Gillen 609-292-6741	80-21-OMB
85-14-OMB	Downgrading of Positions	Thomas Gillen 609-292-6741	82-20-OMB
91-29-OMB	Employee Membership in the State's Retirement System	Florence Sheppard 609-292-3678	----
94-06-OMB	Credits to Salary Accounts	James Dermody 609-984-5205	85-03-OMB
97-18-OMB	Worker Status-Employee Versus Independent Contractor	Kathy Steepy 609-984-9611	94-08-OMB
99-08-OMB	Commutation Mileage Payments Accounting and Taxability	Kevin McMullen 609-984-66363	----
00-18-OMB	Health Benefit and Dental Expense Programs	Eileen Gittins 609-292-2517	----
06-04-OMB	Regular Payroll Cut-off Time	Kevin McMullen 609-984-6363	93-03-OMB
08-05-OMB	Vision Care Reimbursement Program	Kevin McMullen 609-984-6363	05-05-OMB
08-17-OMB	Recovery of Unemployment Benefits from Back-Pay Awards	Kevin McMullen 609-984-6363	86-04
09-12-OMB	Refund of Payroll Checks	Kevin McMullen 609-984-6363	05-07-OMB

C.L.#	SUBJECT	CONTACT	SUPERSEDES
IV. PAYROLL/PERSONNEL - continued			
10-09-OMB	Taxability of the Personal Use of State Provided Vehicles and Driver Services	Kevin McMullen 609-984-6363	09-04-OMB
10-10-OMB	Group Term Life Insurance in Excess of $50,000	Kevin McMullen 609-984-6363	09-05-OMB
10-12-OMB/ADM	Payroll Printed Message and Paycheck Distribution Policy	Eileen Gittins - OMB 609-292-2517 Michael Tyger – ADM 609-633-0813	
10-14-OMB	"Employee Benefit" Reimbursement Rates	Scott Pericoloso 609-984-3496	09-06-OMB
10-20-OMB	Continued Coverage for Ten-Month Employees – Health/Dental Expense Program	Mark Cipriano 609-777-1706	09-09-OMB
V. PROCUREMENT			
87-12-GSA (PC-34C)	Contract Delegation to DEP for Hazardous Material Cleanups	Guy Bocage 609-292-4886	PC-34B
90-10-GSA	Steel Shelving Review and Procurement Procedures	Steven Sutkin 609-984-9701	87-01-GSA
93-13-GSA	Debarments, Suspensions, Disqualifications Pursuant to Executive Order #34/1976	Steven Sutkin 609-984-9701	----
94-33-GSA	Procurement of State Motor Vehicles	Robert Farber 609-633-9804	Addendum to 93-08-GSA
94-34-GSA	Capital Construction Fees and Contingencies and Requisitioning Procedures	Richard Ferrara 609-633-3914	92-03-GSA
96-13-OMB	State Vendor Set-Off for State Tax	David Gavin 609-292-6611	----
97-11-OMB	Contracting for the Production of Films or Videotapes	Gary Brune 609-984-5234	----
97-18-OMB	Worker Status-Employee Versus Independent Contractor	Kathy Steepy 609-984-9611	94-08-OMB
01-04-OMB/DPP	Non-Purchase Bureau Encumbrances and Expenditures	Leslie Notor 609-292-5040	95-16-OMB 96-03-OMB
02-07-RT	Proof of Registration Requirements for Contractors and Sub-contractors Providing Goods and Services to State Government Agencies and Authorities	Robert Benco, Jr. 609-633-8294	----
04-09-ADM/OMB	Line of Credit Program	George McElroy 609-984-6271	98-06-DPP/OMB
04-10-OMB/DPP	State of NJ Purchasing Card Program	Jay Karamali 609-292-9919	02-10-OMB/DPP
05-10-DPP	Travel Charge Card Program	Garry Dales 609-984-3131	98-05-GSA

C.L.#	SUBJECT	CONTACT	SUPERSEDES
V. PROCUREMENT - continued			
05-14-OMB	Accounting for the Purchase of Goods or Service from State Colleges and Universities	Patricia Leahey 609-292-8938	05-04-OMB
07-06-DPP/OIT	Procurement of Information Technology (IT) Hardware, Software and Related Services	OIT External IT Procurement Review Unit 609-633-9101	06-15-DPP/OIT
07-14-OMB/OIT	Moratorium on Procurements of Information Technology (IT) Hardware, Software, and Related Services	Gary Brune 609-984-5234 Adel Ebeid 609-984-4082	07-12-OMB/OIT
08-09-DPP	Purchases from Federal Supply Schedules or Schedules of Other Federal Procurement Programs	CCA Unit 609-292-5400	07-15-DPP
08-22-OMB/DPP	Moratorium on Procurement of Non-IT (Information Technology) Equipment	Gary Brune 609-984-5234 Guy Bocage 609-292-4886	08-18-OMB
09-03-DPP	Delegated Purchasing Authority (DPA)	CCA Unit 609-292-5400	06-06-DPP
09-08-OIT	IT Staff Augmentation Contract – Acceptable Use Policy	John Sedlak 609-633-9052	
09-10-DPP/OMB/OIT	Professional Services: Review, Control, Monitoring, and Extensions	CCA Unit 609-292-5400 Gary Brune 609-984-5234 PMO Unit 609-777-3773	08-10-DPP/OMB/OIT
09-11-DPP	Requests for Waivers of Advertising	CCA Unit 609-292-5400	08-08-DPP
10-02-OMB	Automated Records Management/Storage Systems and Related Services	Gary Brune 609-984-5234	07-11-OMB
10-06-ADM	Motor Vehicle Credit Card Assignment and Use Policy	Robert Farber 609-633-9084	95-14-GSA
10-11-OMB	Banking Services	Ron Tani 609-292-4604 Lewis Lawitz (Credit Card Processing) 609-943-4825	00-12-OMB
10-13-OMB	Employer's Share of FICA/Medicare Taxes Charged to Federal and Non-State Funded Programs – Calendar Year 2010	Scott Pericoloso 609-984-3496	09-07-OMB
10-15-DPP	State Contract Manager	CCA Unit 609-292-5400	08-23-DPP
10-16-DPMC	Delegation of Authority – Small Business Projects	Contract Administration 609-984-3629	96-12-GSA
VI. PROPERTY (Facilities/Equipment/Vehicles)			
88-02-GSA (FMC-88-2)	Auditing of Vehicle Use Policy and Procedure	George Krumenacker 609-292-0734	----

C.L.#	SUBJECT	CONTACT	SUPERSEDES
VI. PROPERTY (Facilities/Equipment/Vehicles) - continued			
88-07-GSA	Transfer of Real Property between State Agencies	Bernard McLaughlin 609-292-5111	81-34-OMB
88-30-GSA (FMC-88-3)	Monthly Mileage Reporting	George Krumenacker 609-292-0734	----
89-01-GSA	Radio Earphones	George Krumenacker 609-984-0734	----
90-10-GSA	Steel Shelving Review and Procurement Procedures	Steven Sutkin 609-984-9701	87-01-GSA
91-32-OMB (FMC-89-1)	Equipment Inventory Process	Thomas Gillen 609-292-6741	83-08-OMB
93-08-GSA	Procurement of State Motor Vehicles	Robert Farber 609-633-9804	80-17-GSA (PC-27)
95-21-GSA	Leasing Out of State Real Property	Bob Schaunessy 609-292-9694	91-06-GSA
95-22-GSA	Acquisition of Real Property by State Agencies	Lou Rafone 609-292-7210	88-10-GSA (PFM-06-88)
97-10-GSA	Building Condemnation and Demolition	Margaret Quinn 609-633-5400	91-15-OMB
98-15-OMB	Assignment of State-Owned Personal Computers to State Employees	Thomas Gillen 609-292-6741	88-24-OMB
00-17-DPP (PC-39-1A)	Disposition of Excess and Surplus Computer Equipment	Surplus Property Unit 609-530-8196	----
04-06-OIT	Assignment and Use of Cellular Wireless Devices	Adel Ebeid 609-984-4082	02-03-DPP
04-09-ADM/OMB	Line of Credit Program	George McElroy 609-984-6271	98-06-DPP/OMB
04-15-DPMC/OMB	SPR PROCESS	Bernard McLaughlin 609-292-5111	97-14-GSA
07-02-OMB/BRM	Departmental Responsibility and Procedure for Loss to Real or Personal Property or Other State Assets	Jeffrey Marshall 609-292-8106	BRM 1.3
08-02-DPP	Excess/Surplus Property Procedures Solar Renewable Energy Certificates (SRECs)	Carl Doan 609-633-2513	----
08-03-DPP	Excess/Surplus Property Procedures	Henry Karnas 609-530-8196	00-16-DPP (PC-39A)
08-06-PMC/OMB	Disposal of Surplus State Real Property and Granting of Easements/Licenses Across State Lands	Bob Schaunessy 609-292-9694	99-02-PMC/OMB
09-02-DPMC	Procedures for the Acquisition of Furniture and Carpeting	Bernard McLaughlin 609-292-5111	07-10-DPMC
09-14/CSC/PMC/OMB	State Employee Location Coding	ecatsadmin@csc.state.nj.us talrs.support@csc.state.nj.us locationcode.support@csc.state.nj.us	99-03-PMC/OMB

C.L.#	SUBJECT	CONTACT	SUPERSEDES
10-05-ADM	State Vehicular Assignment and Use Policy	Robert Farber 609-633-9084 George Krumenacker 609-292-0734 William Brennan 609-292-3477	08-16-ADM
10-07-ADM	State Vehicle Parking and Violation Control Policy	George Krumenacker 609-292-0734	91-30-GSA
VII. TELECOMMUNICATIONS AND INFORMATION SYSTEMS			
97-02-OTS	Internet Access and Use Policy for New Jersey Government	Adel Ebeid 609-984-4082	----
97-03-OTS	Guidelines for Acceptable Internet Access and Use for New Jersey Government	Adel Ebeid 609-984-4082	----
01-01-ST	Uniform Electronic Transactions Act (UETA) Guidance	Albin Wagner	---- 609-530-3204
02-06-OIT	Internet and Statewide Intranet Presence and Web Site Development for NJ State Government	Adel Ebeid 609-984-4082	97-01-OTS
03-10-ST	Managing Electronic Mail: Guidelines and Best Practices	Albin Wagner 609-530-3204	----
04-06-OIT	Assignment and Use of Cellular Wireless Devices	Adel Ebeid 609-984-4082	02-03-DPP