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| <b>STATE OF NEW JERSEY<br/>TECHNOLOGY CIRCULAR</b><br><br>Financial Reporting and<br>Accountability for Information<br>Technology Expenditures<br>Procedure | <b>POLICY NO:</b><br><br>16-02-P1-NJOIT |                                      |
|   | <b>SUPERSEDES:</b><br>N/A               | <b>EFFECTIVE DATE:</b><br>08-25-2016 |
|   | <b>VERSION:</b><br>2.0                  | <b>LAST REVIEWED:</b><br>02-10-2025  |

## 1 Procedure

- 1.1. Agencies shall submit electronically an **IT Expenditure Report (ITER)** with an **Agency Certification**, to the CTO, on or before the 10<sup>th</sup> 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)

## 2 ADMINISTRATION

This Policy is administered and monitored by the CTO at 300 Riverview Plaza, Trenton, NJ 08625.

The Policy must be reviewed annually; however, the CTO reserves the right to change or amend the Policy at any time.

Signature on File  
Christopher J. Rein, Chief Technology Officer

02/10/2025  
Date

## 3 DOCUMENT HISTORY

| Version | Published Date | CTO          | Sections Modified | Description of Modifications |
|---------|----------------|--------------|-------------------|------------------------------|
| 1.0     | 8/25/16        | D. Weinstein | New               | Original Published Date      |
| 2.0     | 02/10/2025     | C. Rein      | All               | Format                       |
|         |                |              |                   |                              |
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