



CIRCULAR

STATE OF NEW JERSEY

DEPARTMENT OF THE TREASURY

NO.: 18-01-OMB	ORIGINATING AGENCY: OFFICE OF MANAGEMENT AND BUDGET	PAGE 1 OF 15
EFFECTIVE DATE: JULY 1, 2017	EXPIRATION DATE: JUNE 30, 2018	SUPERSEDES: 17-01-OMB
SUBJECT: CIRCULAR INDEX BY YEAR AND CLASSIFICATION WITH CURRENT CONTACT INFORMATION		
ATTENTION: DIRECTORS OF ADMINISTRATION AND CHIEF FISCAL OFFICERS		
FOR INFORMATION CONTACT: STACY SITKO		PHONE: (609) 292-5358

Attached is the current Department of the Treasury Circular Index, which supersedes the index distributed (Circular 17-01-OMB), dated July 1, 2016. There are two indexes; one by year and one by classification. Both consist of all current circulars and remain in effect until superseded. All others should be discarded. This index contains the current contact information which may be different from the contact information on each individual circular.

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.



David Ridolfino
Acting Director

Attachment

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>.

C.L.#	SUBJECT	CONTACT	SUPERSEDES
The following Circulars, listed by year, are current and still in effect:			
88-07-GSA	Transfer of Real Property between State Agencies	Robert Shaughnessy 609-984-7797	81-34-OMB
88-23-OMB	Excise Tax on Gasoline and Diesel Fuel	Leslie Notor 609-292-5040	----
90-10-GSA	Steel Shelving Review and Procurement Procedures	Christopher Chianese 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 Carseberg 609-633-0258	86-07-OMB
91-29-OMB	Employee Membership in the State's Retirement System	Florence Sheppard 609-292-3678	----
93-13-GSA	Debarments, Suspensions, Disqualifications Pursuant to Executive Order # 34/1976	Christopher Chianese 609-984-9701	----
94-02-OMB	Changes to OMB Circulars Brought About by Implementation of CFS	Leslie Notor 609-292-5040	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
94-26-OMB	State Expenditure Recoveries from the Federal Government	Dominic Marrocco 609-292-5043	87-09-OMB
94-34-GSA	Capital Construction Fees and Contingencies and Requisitioning Procedures	Richard Ferrara 609-633-3914	92-03-GSA
95-08-OMB	Intra-Governmental Payment Vouchers	Leslie Notor 609-292-5040	----
95-11-OMB	Internal Accounting Controls	Leslie Notor 609-292-5040	----
95-13-OMB	Audits of State Agencies	Brian Phillips 609-984-1536	85-39-OMB 86-12-OMB
95-15-GSA	Effective Use of Photo Copiers	Douglas Krieger 609-292-5133	95-12-GSA
95-21-GSA	Leasing Out of State Real Property	Robert Shaughnessy 609-984-7797	91-06-GSA
95-22-GSA	Acquisition of Real Property by State Agencies	Lou Ranfone 609-292-7210	88-10-GSA (PFM-06-88)
96-16-OMB	Federal and Other Non-State Funding and Central Support Indirect and Administrative Costs	Scott Pericoloso 609-984-3496	95-07-OMB

C.L.#	SUBJECT	CONTACT	SUPERSEDES
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	Robert Shaughnessy 609-984-7797	91-15-OMB
98-12-OMB	Transfer Guidelines	Leslie Notor 609-292-5040	96-05-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	Anne Dungee 609-292-7748	----
00-18-OMB	Health Benefit and Dental Expense Programs	Nadia Jordan 609-292-2517	----
01-01-ST	Uniform Electronic Transactions Act (UETA) Guidance	Nichole Carthan 609-530-3205	----
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
01-11-OMB	EZ Pass Toll Accounts	Leslie Notor 609-292-5040	----
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	Brian Phillips 609-984-1536	98-02-OMB
03-10-ST	Managing Electronic Mail: Guidelines and Best Practices	Nichole Carthan 609-530-3205	----
04-12-OMB	Federal Treasury Offsets	Kathleen Babula 609-633-7913	----
04-15-DPMC/OMB	SPR PROCESS	Guy Bocage 609-292-5111	97-14-GSA
05-02-OMB	Federal Funds	William Maughan 609-292-5004	95-19-OMB
05-14-OMB	Accounting for the Purchase of Goods or Services from State Colleges and Universities	Leslie Notor 609-292-5040	05-04-OMB
06-10-OMB	Payment of Lawsuit Awards and Settlements	Michael Henry 609-292-0051	02-08-OMB
07-04-OMB	Form 1099 Issuance	Bobbi Jo DeFelice 609-292-1865	94-11-OMB
07-05-OMB	Grant Agreement - Agency Contracts	Brian Phillips 609-984-1536	05-12-OMB

C.L.#	SUBJECT	CONTACT	SUPERSEDES
08-02-DPP	Excess/Surplus Property Procedures Solar Renewable Energy Certificates (SRECs)	Carl Doan 609-633-2513	----
08-03-DPP	Excess/Surplus Property Procedures	Joseph Signoretta 609-777-0202	00-16-DPP (PC-39A)
08-06-PMC/OMB	Disposal of Surplus State Real Property and Granting of Easements/Licenses Across State Lands	Robert Shaughnessy 609-984-7797	99-02-PMC/OMB
08-17-OMB	Recovery of Unemployment Benefits from Back-Pay Awards	Anne Dungee 609-292-7748	86-04
09-12-OMB	Refund of Payroll Checks	Anne Dungee 609-292-7748	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 Records Management/Storage Systems and Related Services	Records Management Services 609-530-3200	07-11-OMB
10-03-ADM/OMB	Tuition Reimbursement and Training Costs	Training Unit 609-777-0425	96-04-OMB Addendum to 94-10-OMB
10-04-OES/OMB	New State Energy Tracking System and Policy for Payment of Energy Invoices	Timothy Fahey 609-292-6160	----
10-06-ADM	Motor Vehicle Credit Card Assignment and Use Policy	Larry Mantuano 609-633-0608	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	----
10-11-OMB	Banking Services	Ron Tani 609-292-4604 Maria Valte (Credit Card Processing) 609-777-3536	00-12-OMB
10-12-OMB/ADM	Payroll Printed Message and Paycheck Distribution Policy	Nadia Jordan - OMB 609-292-2517 Michael Tyger – ADM 609-633-0813	----
10-16-DPMC	Delegation of Authority – Small Business Projects	Contract Administration 609-984-3629	96-12-GSA
10-19-OMB	Off-Line Funds	Leslie Notor 609-292-5040	96-14-OMB
11-09-OMB	Entertainment, Meals, and Refreshments	Leslie Notor 609-292-5040	06-14-OMB
11-13-DPMC	Procedures for the Acquisition of Furniture and Carpeting	David M. Millstein 609-292-7299	09-02-DPMC

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11-14-DPP	Requests for Waivers of Advertising	CCA Unit 609-292-5400	09-11-DPP
11-18-OMB	Capital Assets	Steven Sagnip 609-292-3175	01-07-OMB
11-19-OMB	Asset Inventory Requirements (Equipment-Tangible and Intangible)	Steven Sagnip 609-292-3175	91-32-OMB
11-23-OMB	Payments to Vendors	Bobbi Jo DeFelice 609-292-1865	96-18-OMB
12-02-OMB	Deposits by State Agencies	Leslie Notor 609-292-5040	95-03-OMB 94-24-OMB
13-02-DPMC	Rules and Regulations for State Using Agency Occupying State Leased or Owned Properties	Office of Lease Compliance (609) 984-6560 Office of Building Management 609-777-3256	----
13-08-OMB	Guidelines for the Establishment and Operation of Petty Cash Funds	Leslie Notor 609-292-5040	05-03-OMB
13-09-OMB	Guidelines for the Establishment and Operation of Special and Confidential Funds	Leslie Notor 609-292-5040	05-06-OMB
13-11-OMB	Statewide Non-Tax Debt Collection and Write-Off	Chris Besler 609-777-1020	11-20-OMB
13-15-DPP	Purchases from Federal Supply Schedules or Schedules of Other Federal Procurement Programs	Office of the Director 609-292-4886	12-07-DPP
13-18-DPP	Disposition of Excess and Surplus Computer Equipment	DSS, Surplus Property Unit 609-530-4782 DPMC, Bureau of Special Services Warehouse 609-588-2015	00-17-DPP
13-19-OMB	Mandatory Direct Deposit and Online Access to Pay Stub Information	Nadia Jordan 609-292-2517	13-06-OMB
14-03-DPP	State of New Jersey Travel Card Program	Africa Nelson 609-984-6233	13-03-DPP
14-07-DPP/OMB/OIT	Professional Services: Review, Control, Monitoring, and Extensions	CCA Unit 609-292-5400 Cathy Nonamaker 609-633-7426 PMO Unit 609-777-3773	11-21- DPP/OMB/OIT
14-08-DPP	State Contract Manager	CCA Unit 609-292-5400	10-15-DPP
14-09-OMB	Regular and Supplemental Payroll Cut-Off Time	Anne Dungee 609-292-7748	06-04-OMB
14-12-DORES/OIT	Enterprise Electronic Mail Retention and Disposition Framework	DORES 609-530-3201	----
14-14-OMB	Employer's Share of FICA/Medicare Taxes Charged to Federal and Non-State Funded Programs – Calendar Year 2014	James Kelly 609-633-3910	13-13-OMB

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14-15-DPMC/OIT	Minimum Communications Wiring Requirements for State-Owned and State-Leased Space	Thomas Hendricks 609-633-0044	----
15-04-OMB/OIT	Assignment and Use of State Owned Cellular Wireless Devices	Jennifer Petervary 609-633-0162	13-05-OIT
15-05-OMB/OIT	Telephone Billing	Jennifer Petervary 609-633-0162 Brian Francz 609-984-4271	13-04-OMB/OIT
15-06-OMB	Guidelines for Tracking Disaster/Emergency Expenses	William Maughan 609-292-5004	14-02-OMB
15-07-OMB	Vision Care Reimbursement Program	Anne Dungee 609-292-7748	08-05-OMB
15-08-OMB	Single Audit Policy for Recipients of Federal Grants, State Grants, and State Aid	Brian Phillips 609-984-1536	04-04-OMB
15-11-OMB/DRM	Departmental Responsibility and Procedure for Reporting Asset Impairments and Losses to Real Or Personal Property or Other State Assets	Michael Smith 609-292-3477	07-02-OMB/DRM
16-02-DPP	Delegated Purchasing Authority (DPA)	CCA Unit 609-292-5400	11-10-DPP
16-04-OMB	Guidelines for Backup Withholding	Leslie Notor 609-292-5040	----
16-06-ADM	Standards for Printed Stationery, Use of State Seal, etc.	Steven Brandes Treasury Printing Services 609-292-5133	94-37-GSA
16-09-OMB/TAX	State Vendor Set-Off For State Tax	Peter Rapetti 609-984-4143	14-16-OMB/TAX
16-10-OMB/DOL	State Vendor Set-Off for Collection of Employer's Debt to Unemployment Insurance Fund, Disability Fund, and/or Family Temporary Disability Account	Ronald Marino 609-292-7586	----
16-11-OMB	Travel Regulation	Leslie Notor (State Agencies) 609-292-5040 Kevin Dehmer (Local School Districts) 609-984-4900 Africa Nelson (Travel Card) 609-984-6233	12-14-OMB

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17-02-OMB/DPP/OIT	Procurements of Information Technology (IT) Hardware, Software, Subscription-Based Solutions and Related Services and Non-IT Equipment	omb-it.procurement@treas.nj.gov equipment@sp3.treas.state.nj.us Procurement Bureau, DPP 609-292-4886 CCA Unit 609-292-5400 OIT External IT Procurement Review Unit 609-777-3773	16-05-OMB/DPP/OIT
17-03-OMB	Group-Term Life Insurance in Excess of \$50,000	Anne Dungee 609-292-7748	16-07-OMB
17-04-OMB	Taxability of the Personal Use of State Provided Vehicles and Driver Services	Anne Dungee 609-292-7748	16-08-OMB
17-05-ADM	State Vehicular Assignment and Use Policy	George Krumenacker 609-292-0734 Peter Ramos 609-292-3091	12-11-ADM
17-06-ADM	Procurement of State Motor Vehicles	Treasury Transportation Services 609-292-6672	16-03-ADM
17-07-OMB	State of New Jersey Purchasing Card Program	Africa Nelson 609-984-6233	14-04-DPP
17-08-DPMC/DPP	Excess/Surplus Property – Creditable Emissions Reductions (CERS)	James Langsdorf - DPMC 609-984-9596 Phil Michaels - DPP 609-292-4886	----
17-09-OMB	“Employee Benefit” Reimbursement Rates	James Kelly 609-633-3910	16-14-OMB
17-10-OMB	Financial/Payroll Year-End Guidelines Fiscal Year 2017	Bobbi Jo Defelice 609-292-1865	16-12-OMB
17-11-OMB	Capital Assets, Impairments, and Certification Requirements	Steven Sagnip 609-292-3175	16-13-OMB
17-12-OPF/OMB	Master Lease/Line of Credit (LOC) Program	Office of Public Finance 609-984-4888	04-09-ADM/OMB

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

I. ADMINISTRATIVE

95-15-GSA	Effective Use of Photo Copiers	Douglas Krieger 609-292-5133	95-12-GSA
97-05-ST	Administration of Public Records of Privatized Functions and Services	Karl Niederer 609-984-3299	----

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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	Nadia Jordan - OMB 609-292-2517 Michael Tyger – ADM 609-633-0813	----
16-06-ADM	Standards for Printed Stationery, Use of State Seal, etc.	Steven Brandes Treasury Printing Services 609-292-5133	94-37-GSA
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	----
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94-02-OMB	Changes to OMB Circulars Brought About by Implementation of CFS	Leslie Notor 609-292-5040	See Circular
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94-09-OMB	Reimbursement for Employee Benefits	James Dermody 609-984-5205	85-15-OMB
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94-26-OMB	State Expenditure Recoveries from the Federal Government	Dominic Marrocco 609-292-5043	87-09-OMB
95-08-OMB	Intra-Governmental Payment Vouchers	Leslie Notor 609-292-5040	----
95-11-OMB	Internal Accounting Controls	Leslie Notor 609-292-5040	----
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96-16-OMB	Federal and Other Non-State Funding and Central Support Indirect and Administrative Costs	Scott Pericoloso 609-984-3496	95-07-OMB

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98-12-OMB	Transfer Guidelines	Leslie Notor 609-292-5040	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
01-11-OMB	EZ Pass Toll Accounts	Leslie Notor 609-292-5040	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	Brian Phillips 609-984-1536	98-02-OMB
04-12-OMB	Federal Treasury Offsets	Kathleen Babula 609-633-7913	----
05-02-OMB	Federal Funds	William Maughan 609-984-5004	95-19-OMB
05-14-OMB	Accounting for the Purchase of Goods or Services From State Colleges and Universities	Leslie Notor 609-292-5040	05-04-OMB
06-10-OMB	Payment of Lawsuit Awards and Settlements	Michael Henry 609-292-0051	02-08-OMB
07-04-OMB	Form 1099 Issuance	Bobbi Jo DeFelice 609-292-1865	94-11-OMB
07-05-OMB	Grant Agreement - Agency Contracts	Brian Phillips 609-984-1536	05-12-OMB
10-03-ADM/OMB	Tuition Reimbursement and Training Costs	Training Unit 609-777-0425	96-04-OMB Addendum to 94-10-OMB
10-04-OES/OMB	New State Energy Tracking System and Policy for Payment of Energy Invoices	Timothy Fahey 609-292-6160	----
10-11-OMB	Banking Services	Ron Tani 609-292-4604 Maria Valte (Credit Card Processing) 609-777-3536	00-12-OMB
10-19-OMB	Off-Line Funds	Leslie Notor 609-292-5040	96-14-OMB
11-09-OMB	Entertainment, Meals, and Refreshments	Leslie Notor 609-292-5040	06-14-OMB
11-18-OMB	Capital Assets	Steven Sagnip 609-292-3175	01-07-OMB

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11-23-OMB	Payments to Vendors	Bobbi Jo DeFelice 609-292-1865	96-18-OMB
12-02-OMB	Deposits by State Agencies	Leslie Notor 609-292-5040	95-03-OMB 94-24-OMB
13-08-OMB	Guidelines for the Establishment and Operation of Petty Cash Funds	Leslie Notor 609-292-5040	05-03-OMB
13-09-OMB	Guidelines for the Establishment and Operation of Special and Confidential Funds	Leslie Notor 609-292-5040	05-06-OMB
13-11-OMB	Statewide Non-Tax Debt Collection and Write-Off	Chris Besler 609-777-1020	11-20-OMB
14-03-DPP	State of New Jersey Travel Card Program	Africa Nelson 609-984-6233	13-03-DPP
14-07-DPP/OMB/OIT	Professional Services: Review, Control, Monitoring, and Extensions	CCA Unit 609-292-5400 Cathy Nonamaker 609-633-7426 PMO Unit 609-777-3773	09-10- DPP/OMB/OIT
14-12-DORES/OIT	Enterprise Electronic Mail Retention and Disposition Framework	DORES 609-530-3201	----
14-14-OMB	Employer's Share of FICA/Medicare Taxes Charged to Federal and Non-State Funded Programs - Calendar Year 2014	James Kelly 609-633-3910	13-13-OMB
15-05-OMB/OIT	Telephone Billing	Jennifer Petervary - OIT 609-633-0162 Brian Francz – OMB 609-984-4271	13-04-OMB/OIT
15-06-OMB	Guidelines for Tracking Disaster/Emergency Expenses	William Maughan 609-292-5004	14-02-OMB
15-08-OMB	Single Audit Policy for Recipients of Federal Grants, State Grants, and State Aid	Brian Phillips 609-984-1536	04-04-OMB
16-04-OMB	Guidelines for Backup Withholding	Leslie Notor 609-292-5040	----
16-10-OMB/DOL	State Vendor Set-Off for Collection of Employer's Debt to Unemployment Insurance Fund, Disability Fund, and/or Family Temporary Disability Account	Ronald Marino 609-292-7586	----
16-11-OMB	Travel Regulation	Leslie Notor (State Agencies) 609-292-5040 Kevin Dehmer (Local School Districts) 609-984-4900 Africa Nelson (Travel Card) 609-984-6233	12-14-OMB
17-07-DPP	State of New Jersey Purchasing Card Program	Africa Nelson 609-984-6233	14-04-DPP

C.L.#	SUBJECT	CONTACT	SUPERSEDES
17-09-OMB	"Employee Benefit" Reimbursement Rates	James Kelly 609-633-3910	16-14-OMB
17-10-OMB	Financial/Payroll Year-End Guidelines Fiscal Year 2017	Bobbi Jo Defelice 609-292-1865	16-12-OMB
17-11-OMB	Capital Assets, Impairments, and Certification Requirements	Steven Sagnip 609-292-3175	16-13-OMB
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
04-12-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	Brian Phillips 609-984-1536	05-12-OMB
14-14-OMB	Employer's Share of FICA/Medicare Taxes Charged to Federal and Non-State Funded Programs - Calendar Year 2014	James Kelly 609-633-3910	13-13-OMB
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15-08-OMB	Single Audit Policy for Recipients of Federal Grants, State Grants, and State Aid	Brian Phillips 609-984-1536	04-04-OMB
17-09-OMB	"Employee Benefit" Reimbursement Rates	James Kelly 609-633-3910	16-14-OMB
IV. PAYROLL/PERSONNEL			
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
99-08-OMB	Commutation Mileage Payments Accounting and Taxability	Anne Dungee 609-292-7748	----
00-18-OMB	Health Benefit and Dental Expense Programs	Nadia Jordan 609-292-2517	----
08-17-OMB	Recovery of Unemployment Benefits from Back-Pay Awards	Anne Dungee 609-292-7748	86-04
09-12-OMB	Refund of Payroll Checks	Anne Dungee 609-292-7748	05-07-OMB
10-12-OMB/ADM	Payroll Printed Message and Paycheck Distribution Policy	Nadia Jordan - OMB 609-292-2517 Michael Tyger – ADM 609-633-0813	----

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13-19-OMB	Mandatory Direct Deposit and Online Access to Pay Stub Information	Nadia Jordan 609-292-2517	13-06-OMB
14-09-OMB	Regular and Supplemental Payroll Cut-Off Time	Anne Dungee 609-292-7748	06-04-OMB
15-07-OMB	Vision Care Reimbursement Program	Anne Dungee 609-292-7748	08-05-OMB
16-07-OMB	Group-Term Life Insurance in Excess of \$50,000	Anne Dungee 609-292-7748	15-03-OMB
17-04-OMB	Taxability of the Personal Use of State Provided Vehicles and Driver Services	Anne Dungee 609-292-7748	16-08-OMB
17-09-OMB	"Employee Benefit" Reimbursement Rates	James Kelly 609-633-3910	16-14-OMB
V. PROCUREMENT			
90-10-GSA	Steel Shelving Review and Procurement Procedures	Christopher Chianese 609-984-9701	87-01-GSA
93-13-GSA	Debarments, Suspensions, Disqualifications Pursuant to Executive Order #34/1976	Christopher Chianese 609-984-9701	----
94-34-GSA	Capital Construction Fees and Contingencies and Requisitioning Procedures	Richard Ferrara 609-633-3914	92-03-GSA
01-04-OMB/DPP	Non-Purchase Bureau Encumbrances and Expenditures	Leslie Notor 609-292-5040	95-16-OMB 96-03-OMB
05-14-OMB	Accounting for the Purchase of Goods or Service from State Colleges and Universities	Leslie Notor 609-292-5040	05-04-OMB
10-02-OMB	Automated Records Management/Storage Systems and Related Services	Records Management Services 609-530-3200	07-11-OMB
10-06-ADM	Motor Vehicle Credit Card Assignment and Use Policy	Larry Mantuano 609-633-0608	95-14-GSA
10-11-OMB	Banking Services	Ron Tani 609-292-4604 Maria Valte (Credit Card Processing) 609-777-3536	00-12-OMB
10-16-DPMC	Delegation of Authority – Small Business Projects	Contract Administration 609-984-3629	96-12-GSA
11-14-DPP	Requests for Waivers of Advertising	CCA Unit 609-292-5400	09-11-DPP
13-15-DPP	Purchases from Federal Supply Schedules or Schedules of Other Federal Procurement Programs	Office of the Director 609-292-4886	12-07-DPP
14-03-DPP	State of New Jersey Travel Card Program	Africa Nelson 609-984-6233	13-03-DPP

C.L.#	SUBJECT	CONTACT	SUPERSEDES
14-07-DPP/OMB/OIT	Professional Services: Review, Control, Monitoring, and Extensions	CCA Unit 609-292-5400 Cathy Nonamaker 609-633-7426 PMO Unit 609-777-3773	11-21- DPP/OMB/OIT
14-08-DPP	State Contract Manager	CCA Unit 609-292-5400	10-15-DPP
14-12-DORES/OIT	Enterprise Electronic Mail Retention and Disposition Framework	DORES 609-530-3201	----
16-02-DPP	Delegated Purchasing Authority (DPA)	CCA Unit 609-292-5400	11-10-DPP
16-04-OMB	Guidelines for Backup Withholding	Leslie Notor 609-292-5040	----
16-05-OMB/DPP/OIT	Procurements of Information Technology (IT) Hardware, Software, Subscription-Based Solutions and Related Services and Non-IT Equipment	omb-it.procurement@treas.nj.gov equipment@sp3.treas.state.nj.us Procurement Bureau, DPP 609-292-4886 CCA Unit 609-292-5400 OIT External IT Procurement Review Unit 609-777-3773	11-12-OMB/DPP 11-16-DPP/OIT 12-13-OMB/OIT
16-09-OMB/TAX	State Vendor Set-Off for State Tax	Peter Rapetti 609-984-4143	14-16-OMB/TAX
17-06-ADM	Procurement of State Motor Vehicles	Treasury Transportation Services 609-292-6672	16-03-ADM
17-07-DPP	State of New Jersey Purchasing Card Program	Africa Nelson 609-984-6233	14-04-DPP
17-08-DPMC/DPP	Excess/Surplus Property – Creditable Emissions Reductions (CERS)	James Langsdorf - DPMC 609-984-9596 Phil Michaels - DPP 609-292-4886	----
17-12-OPF/OMB	Master Lease/Line of Credit (LOC) Program	Office of Public Finance 609-984-4888	04-09-ADM/OMB
VI. PROPERTY (Facilities/Equipment/Vehicles)			
88-07-GSA	Transfer of Real Property between State Agencies	Guy Bocage 609-292-5111	81-34-OMB
90-10-GSA	Steel Shelving Review and Procurement Procedures	Christopher Chianese 609-984-9701	87-01-GSA
95-21-GSA	Leasing Out of State Real Property	Robert Shaughnessy 609-984-7797	91-06-GSA
95-22-GSA	Acquisition of Real Property by State Agencies	Lou Ranfone 609-292-7210	88-10-GSA (PFM-06-88)
97-10-GSA	Building Condemnation and Demolition	Robert Shaughnessy 609-984-7797	91-15-OMB

C.L.#	SUBJECT	CONTACT	SUPERSEDES
04-15-DPMC/OMB	SPR PROCESS	Guy Bocage 609-292-5111	97-14-GSA
08-02-DPP	Excess/Surplus Property Procedures Solar Renewable Energy Certificates (SRECs)	Carl Doan 609-633-2513	----
08-03-DPP	Excess/Surplus Property Procedures	Joseph Signoretta 609-777-0202	00-16-DPP (PC-39A)
08-06-PMC/OMB	Disposal of Surplus State Real Property and Granting of Easements/Licenses Across State Lands	Robert Shaughnessy 609-984-7797	99-02-PMC/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
10-07-ADM	State Vehicle Parking and Violation Control Policy	George Krumenacker 609-292-0734	91-30-GSA
11-13-DPMC	Procedures for the Acquisition of Furniture and Carpeting	David M. Millstein 609-292-7299	09-02-DPMC
11-19-OMB	Asset Inventory Requirements (Equipment-Tangible and Intangible)	Steven Sagnip 609-292-3175	91-32-OMB
13-02-DPMC	Rules and Regulations for State Agency Occupying State Leased or Owned Properties	Office of Lease Compliance 609-984-6560 Office of Building Management 609-777-3256	----
13-18-DPP	Disposition of Excess and Surplus Computer Equipment	DSS, Surplus Property Unit 609-530-4782 DPMC, Bureau of Special Services Warehouse 609-588-2015	00-17-DPP
15-04-OMB/OIT	Assignment and Use of State Owned Cellular Wireless Devices	Jennifer Petervary 609-633-0162	13-05-OIT
15-11-OMB/DRM	Departmental Responsibility and Procedure for Reporting Asset Impairments and Losses to Real or Personal Property or Other State Assets	Michael Smith 609-292-3477	07-02-OMB/DRM
17-05-OMB	State Vehicular Assignment and Use Policy	George Krumenacker 609-292-0734 Peter Ramos 609-292-3091	12-11-ADM
17-06-ADM	Procurement of State Motor Vehicles	Treasury Transportation Services 609-292-6672	16-03-ADM
17-08-DPMC/DPP	Excess/Surplus Property – Creditable Emissions Reductions (CERS)	James Langsdorf - DPMC 609-984-9596 Phil Michaels - DPP 609-292-4886	----
17-12-OPF/OMB	Master Lease/Line of Credit (LOC) Program	Office of Public Finance 609-984-4888	04-09-ADM/OMB

VII. TELECOMMUNICATIONS AND INFORMATION SYSTEMS

C.L.#	SUBJECT	CONTACT	SUPERSEDES
01-01-ST	Uniform Electronic Transactions Act (UETAG) Guidance	Nichole Carthan 609-530-3205	----
03-10-ST	Managing Electronic Mail: Guidelines and Best Practices	Nichole Carthan 609-530-3205	----
14-12-DORES/OIT	Enterprise Electronic Mail Retention and Disposition Framework	DORES 609-530-3201	----
14-15-DPMC/OIT	Minimum Communications Wiring Requirements for State-Owned and State-Leased Space	Thomas Hendricks 609-633-0044	----
15-04-OMB/OIT	Assignment and Use of State Owned Cellular Wireless Devices	Jennifer Petervary 609-633-0162	13-05-OIT
15-05-OMB/OIT	Telephone Billing	Jennifer Petervary - OIT 609-633-0162 Brian Francz – OMB 609-984-4271	13-04-OMB/OIT