



STATE OF NEW JERSEY TECHNOLOGY CIRCULAR Financial Reporting and Accountability for Information Technology Expenditures Procedure	POLICY NO:	
	16-02-P1-NJOIT	
	SUPERSEDES: NA	EFFECTIVE DATE: 08-25-2016
	VERSION: 2.0	LAST REVIEWED: 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 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

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