

Administrative Circular

Commonwealth of Pennsylvania
Governor's Office

11-01
Number

Subject: Transitioning Information Technology Procurements and Expenditures to Restructured Categories and Accounting Codes	Date: January 11, 2011
By Direction of:  Mary A. Soderberg, Secretary of the Budget  Christian L. Soura, Secretary of Administration	Expiration Date: January 11, 2012
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The PA Office of Administration, Office for Information Technology (OA/OIT) and the Office of the Budget (OB) are leading an effort to update and modernize the categories and accounting codes for information technology (IT) procurements and expenditures. The new codes, which provide a more detailed level of IT spend data for reporting purposes, will be effective for IT procurements and expenditures occurring on or after July 1, 2011. The current codes will be unavailable for new IT procurements and expenditures effective on or after July 1, 2011. Agencies must assess and update existing IT procurements, including purchase orders and funds commitments, for fiscal year 2011-12 and complete the transition to the new codes by **June 1, 2011**.

Assessing and updating existing IT procurements will involve coordination with vendors as well as agency procurement, fiscal, budget, and IT management personnel to identify the new codes to apply to line items in the procurement documents. In some cases, multiple new line items associated with contracted work will be required along with modifications to future vendor invoices. Additionally, some changes will result in the routing of IT procurements through SAP workflow for approvals. OA/OIT and OB will work proactively with the Office of Attorney General, Office of General Counsel, Department of General Services, Treasury Department, and agencies to identify such IT procurements and devise a strategy to process these documents.

Beginning in January 2011, new commitment items will be available in SAP for agency inclusion in upcoming IT procurements. OA/OIT and OB will be conducting outreach sessions for agencies at the State Museum auditorium on **Monday, February 7, 2011 at 10:30 AM** and **Tuesday, February 8, 2011 at 1:30 PM**. Agency procurement, fiscal, budget, and IT management personnel are encouraged to attend one of these sessions. Documentation and guidance for the application of the new accounting code methodology will be available. Agencies will be responsible for disseminating this information to staff who are responsible for entering procurement accounting codes. OA/OIT and OB will also communicate these changes to the vendor community in early February 2011.

A brief presentation titled "[IT Spending Categories](#)" includes additional information and the schedule for this transition effort. In February 2011, each agency will be asked to provide a primary point of contact for OA/OIT and OB project communications. If you have any questions, please contact Rich Cardamone (rcardamone@state.pa.us), Director, Bureau of Commonwealth Accounting or Kathryn Hartzell (khartzell@state.pa.us), Project Manager for OA/OIT.