

**AGENCY INFORMATION TECHNOLOGY COST REPORT
TRANSMITTAL LETTER**

DATE: _____

TO: Department of Finance (Finance)
Office of the State Chief Information Officer (OCIO)

FROM: _____
(Name of Agency/department)

SUBJECT: AGENCY INFORMATION TECHNOLOGY COST REPORT

I certify that I am the Undersecretary/Director (or designee) of the [Agency/department], and that the attached Agency Information Technology Cost Report has been prepared in compliance with Section 4903.2 of the State Administrative Manual (SAM).

Please contact _____ [Name] at _____ [Telephone Number and Email] for additional information concerning this report.

_____ (Date)	_____ (Signature Chief Information Officer)
_____ (Date)	_____ (Signature of Budget Officer)
_____ (Date)	_____ (Signature of Director or Designee)
_____ (Date)	_____ (Signature of Undersecretary or Designee)

Once Signed, please scan and submit with the Agency IT Cost Report

Attachment(s)