

IT Equipment Pass Through (OCIO Rebill)

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.



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IT Equipment Pass Through

The Office of the Chief Information Officer coordinates technical projects with state agencies. Occasionally, the OCIO may purchase IT equipment which qualifies as a Fixed Asset on behalf of the Agencies participating in the project. To coordinate and streamline the process of these purchases, the OCIO will purchase the equipment. The Supplier will ship the equipment directly to the Agency. Once items and invoice are received, OCIO will re-bill the agency through the OCIO IM Services IBT.

The purchases made on behalf of the Agency are limited to IT Equipment where the OCIO is rebilling the receiving Agency for the actual cost of the equipment. There are no additional fees included in this process.

Responsibilities:

OCIO Technical staff: Coordinate with Agency to determine IT Equipment needs

OCIO Technical staff: Initiate purchase with Procurement team

- Job Code/Work Order
- Item(s) for purchase – specifications
- Delivery Address & Contact
- Due Dates

Agency personnel: Physically receive IT Equipment

- Document physical receipt of goods
- Provide documentation – receipt date, quantities, etc. to OCIO Procurement team

OCIO Procurement team: Receive against PO in EnterpriseOne, E1. (The OCIO worked with State Accounting to set up a special Pass Through Object Code attached only to Pass Through Business Units used by the OCIO to do business on behalf of Agencies.)

OCIO Procurement team: Initiate rebilling against Job Code/Work Order. Rebilling documentation will be included in the IBT to Agency.

- Memorandum to Agency includes: (1) Total cost; (2) Quantity; (3) Equipment description; (4) Unit price; (5) Job Code and Work Order used for rebilling; (6) Location of the assets
- Copy of the Purchase Order used to buy the equipment
- Copies of packing slips to document serial numbers
- Copy of invoice

AS Central Services: Complete IBT billing process

Agency Personnel: If the IT Equipment meets State requirements for a Fixed Asset or the agency's internal requirements, the Agency is responsible for:

Training Guide

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- Fixed Asset record creation
- Appropriate expense object coding of Accounts Payable transaction for IBT payment. This will reflect a capital outlay object (i.e. 583300).
- Posting of cost to Fixed Asset