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AGENCY CONTACT MEMORANDUM #2013-0701

To: Agency IT Leadership, Technical Contacts

From: James M. Fowler,
Chief Information Officer

Date: July 9, 2013

Subject: Managed Print Services Object Code

The Controller's Office has added a new object code for use in coding payments to the Commonwealth's managed print services vendor.

The new code is "E260 – Managed Print Services-1099 Rept." All payments for managed print services to Xerox, the current vendor, should be charged to this object code for future tracking purposes. If agencies have already made payments using a different code, the object code should be corrected to E260 on the expenditure(s) before FY13 close-out is over.