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AGENCY CONTACT MEMORANDUM #2014-1201

To: Agency IT Leadership, Technical Contacts

From: James M. Fowler
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Date: Dec. 15, 2014

Subject: New IT Asset Procurement Policy

Commonwealth Office of Technology is proud to announce a new information technology asset procurement policy for the enterprise.

Effective immediately, the Enterprise Procurement of Information Technology Assets Policy (CIO-50) calls for Executive Branch agencies to follow new procedures when planning to order information technology (IT) items. This policy is a result of Executive Order 2012-880, which established the Information Technology Infrastructure Initiative (I.3). This policy describes the responsibilities and procedures to be followed when procuring, assigning ownership and tracking IT assets.

By adopting the new policy, agencies should be able to have a clearer understanding of how to order information technology assets as a result of the infrastructure consolidation.

Each executive cabinet is responsible for enforcing the new policy. Each agency is responsible for ensuring that employees within their organizational authority are aware of the provisions of the policy, and compliance by all staff is expected.

You can find more information about CIO-50 and other enterprise IT policies [on our website](#).

If you would like additional information about this policy or have any questions, please contact your agency's [COT Business Relationship Manager](#).