



Tech Alert

from the **Customer Delivery Division**
"Your Gateway to OTech Services"

**TA 13-07: FY 2013/14 Funding Appropriation Information
for Direct Transfer Payments of OTech Invoices**

ATTENTION: *California Technology Agency Customers*

ACTION REQUESTED: *FY 2013/14 Funding Information*

DUE DATE: *July 1, 2013*

Who:

California Technology Agency Customers, Accounting Officers and Budget Officers.

What/Why:

The Governor's Reorganization Plan No. 2 (GRP 2) becomes operative July 1, 2013. The Office of Technology Services (OTech) needs to verify it has the correct accounting information on file for its customer departments, especially those on the direct transfer method of payment.

If your department is affected by GRP 2 or has any changes to its Fiscal Year 2013-14 Budget Appropriation, please report the following information on the [OTech Form 029](#).

- Department Name
- Fund Number
- Sub Fund
- Agency Code
- Fiscal Year Reference
- Program
- Category
- Element
- Component

If you have any of the above changes or would like to request a new customer billing code, please submit the [OTech Form 029](#) by e-mail to CIOBilling@state.ca.gov or by fax to (916) 463-9907. For changes to services currently provided by OTech, as a result of implementation of the GRP, please submit a Service Request prior to July 1, 2013.

Due Date:

If your State Agency/Department is impacted by the GRP 2, please complete and return the attached [OTech Form 029](#) by July 1, 2013.

Contact:

If you have questions, please contact CIOBilling@state.ca.gov or your Customer Account Lead. If you are unsure who your Account Lead is, please use the [Account Lead Lookup](#), or contact the Customer Delivery Division at (916) 431-5477.

