

**INFORMATION TECHNOLOGY COST REPORT
TRANSMITTAL LETTER**

DATE: _____
TO: California Department of Technology
FROM: _____
(Name of Agency/state entity)
SUBJECT: INFORMATION TECHNOLOGY COST REPORT

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

Please contact _____ at _____
for additional information concerning this report.

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

Information contained in the IT security components of the IT Cost Report (SIMM 55) are confidential. Once signed, securely send the entire form and any attachments to the Office of Information Security (OIS) using the Secure Automated File Exchange (SAFE) system. If your entity is in need of SAFE accounts, please have your entity's designated Chief Information Officer (CIO) or Information Security Officer (ISO) complete and return the [SAFE System Designee Request](#) spreadsheet to CDT Office of Information Security at security@state.ca.gov.

Number of Attachment(s) _____ including the transmittal page