



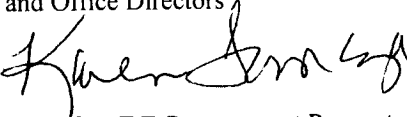
North Carolina Department of Health and Human Services
Division of Information Resource Management
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Michael F. Easley, Governor
Dempsey Benton, Secretary

Karen Tomczak, Chief Information Officer

December 5, 2008

MEMORANDUM

TO: DHHS Division and Office Directors
FROM: Karen Tomczak 
RE: Required Justification for IT E-Procurement Requests

Effective December 8, 2008, to further the implementation of centralized lifecycle management of IT assets per the mandate from the DHHS Information Technology Governance Committee, and to ensure budget austerity and budgetary controls, DHHS divisions/offices/facilities are required to provide responses to the questions listed on the enclosed *Justification for IT E-Procurement Request* form upon entering IT requisitions into E-Procurement. This form must be uploaded as an attachment in E-Procurement so that the Division of Information Resource Management (DIRM) can perform its required review.

It is expected that prior to submitting an IT E-Procurement request and the required justification form, the requestor has obtained approval from division/office management, as well as division budget officer review and identification of funding.

Thank you for your assistance in providing the information needed by the Department to provide timely review and approval of your IT E-Procurement requests.

Enclosure (1): *Justification for IT E-Procurement Request*

cc: Dan Stewart, DHHS Deputy Secretary
Jim Slate, DHHS Division of Budget and Analysis Director
David Womble, DHHS Office of Procurement and Contract Services Director
Laketha Miller, DHHS Controller
DHHS Budget Officers
DHHS Budget Analysts
DHHS Purchasers
DHHS Business IT Leaders
David B. Rankin, DIRM Deputy Director