denotes Service Fee Customer	Customers x Service								
Organization	**Purchasing**	**Invoice Clearance**	**Bud. Prep. & Mon. (a)**	**Approve Budget Transfer Docs. Only (b)**	**Bud. Liaison Only (c)**	**Augs. (d)**	**Auto**	**Office Space Mgt. & Parking**	**COOP**
Office of Administration									
Secretary's Office	x	x	x					x	
Office of Continuity & Records Information Management	x	x	x			**x (Part of GO TIME Aug.)**		x	
Office for Data & Digital Technology	x	x	x					x	
Governor's Office of Transformation, Innovation, Management & Efficiency	x	x	x			x		x	
OA Legal	x	x	x					x	
Office of Human Resources & Management (OHR&M). Belinda Nester serves as liaison.									
Deputy Secretary for Human Resources & Management	x	x	x			x	x	x	
Human Resources Service Center	x	x	x			x		x	
Office of Human Resources	x	x	x					x	
Bureau of State Employment	x	x	x			x		x	
Bureau of Classification & Compensation	x	x	x			x		x	
Bureau of Labor Relations	x	x	x			x		x	
Bureau of Workforce Planning, Development & Equal Employment Opportunity	x	x	x			x		x	
Bureau of Employee Benefits & Services	x	x	x			x		x	
Bureau of Employee Absences & Safety	x	x	x			x		x	

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Office for Information Technology									
State Chief Information Officer (CIO)-Deputy Secretary for Information Technology	x	x	x			x		x	
Justice Network (JNET)	x	x	x				x	x	
Enterprise Information Security Office	x	x	x					x	
Bureau of IT Procurement	x	x	x					x	
Bureau of Application Management Services	x	x	x			x		x	
Bureau of Integrated Enterprise System (IES)	x	x	x			x		x	
Office of Strategy & Management	x	x	x			x		x	
Enterprise Technology Services Office	x	x	x				x	x	
Office of General Counsel									
Office of General Counsel			x			x		**Parking Only**	
Boards & Commissions									
Juvenile Court Judges' Commission	x	x	x						
Public Employee Retirement Commission	x	x	x					x	
Council on the Arts	x	x	x					x	

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Budget Office									
OB Secretary	x	x	x				x	x	x
Governor's Budget Office (GBO)	x	x	x				x	x	x
OB Legal	x	x	x				x	x	x
Office of Administrative Services - Executive Offices (OAS-EO)	x	x	x			x	x	x	x
Comptroller Offices									
Chief Accounting Officer/Deputy for Comptroller Operations	**As requested**		**Preparation & submission only**			**Preparation & submission only**		**Parking Only**	x
Bureau of Planning & Management	**As requested**		**Preparation & submission only**			**Preparation & submission only**		**Parking Only**	x
Bureau of Accounting & Financial Management (BAFM)	**As requested**		**Preparation & submission only**			**Preparation & submission only**		**Parking Only**	x
Bureau of Audits (BOA)	**As requested**		**Preparation & submission only**			**Preparation & submission only**	x	**Parking Only**	x
Bureau of Payable Services (BPS)	**As requested**		**Preparation & submission only**			**Preparation & submission only**		**Parking Only**	x
Bureau of Commonwealth Payroll Operations (BCPO)	**As requested**		**Preparation & submission only**			**Preparation & submission only**		**Parking Only**	x
Bureau of Quality Assurance & Process Improvement	**As requested**		**Preparation & submission only**			**Preparation & submission only**		**Parking Only**	x

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Organization	**Purchasing**	**Invoice Clearance**	**Bud. Prep. & Mon. (a)**	**Approve Budget Transfer Docs. Only (b)**	**Bud. Liaison Only (c)**	**Augs. (d)**	**Auto**	**Office Space Mgt. & Parking**	**COOP**
OTHER									
Lt. Governor's Office & Board of Pardons	x	**Printing Advancement Account checks only**	x						
Office of Inspector General (OIG)					x		x	x	
PA Human Relations Commission (PHRC)	**As requested / Consulting**	**As requested / Consulting**							
PA Commission on Crime & Delinquency (PCCD)	x				x				
Outside Dept 81-Executive Offices									
Department of Banking & Securities (DOBS)	x	**As requested**							
Department of General Services (DGS)		**X (Telecom only)**							
eHealth Partnership Authority	x	x	x					x	
Environmental Hearing Board (EHB)	x	x	x						
Patient Safety Authority (PSA)	x	**x (No Telecom)**	x					x	
PENNVEST			**As requested / Consulting**					x	
State Ethics Commission			**As requested / Consulting**						

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KEY:

(a) Budget Preparation & Monitoring includes full range of services offered by OAS-Budget & Fiscal Management Division, such as: 1) Preparation & submission of budgets (i.e., Request, Hearing Package, Rebudget) to the Governor's Budget Office (GBO); 2) Preparation of budget monitoring reports, which include reports & analysis of spending, meeting with customer to project spending; approving all procurements/contracts to ensure there are funds available, the item is included in the projections/plan, and the purchase relates to the mission of the organization (i.e., the legislated purpose for the appropriation) and the purchase price is fair; 3) Preparation & processing of inter-agency billings, which includes augmentation billings to other agencies and refund of expenditures for inter-agency agreements; and 4) Requests for Authorization for Federal Funds (RAFF) submissions.

(b) Approve Budget Transfer Docs. Only: Includes review and approval of budget transfers between major categories of expenditures, submission of hearing packages & performance measures to OB for the Executive Offices. Agency employs staff to prepare & monitor their budget.

(c) Budget Liaison Only: Limited to submission of hearing packages to the Governor's Budget Office for the Executive Offices. Agency employs staff to prepare & monitor their own budget.

(d) Augmentations: Customer agencies with augmentation funding source(s). OAS/B&FM prepares, submits & monitors the augmenting revenue. This service includes the review of augmentation methodologies with the customer, as well as analysis & recommendations for changes, as needed. Also to include the preparation, monitoring and collection of invoices for non-SAP agencies.

Consulting: Signed agreement in place. Customer performs most of their own processing and calls OAS when assistance is needed.

NOTE: “x” within a category indicates service coverage, although actual usage is “as needed".