AAS Customer List

Organization (* denotes Service Fee Customer)	Purchasing	Invoice Clearance	Bud. Prep. & Mon. (a)	Approve Budget Transfer Docs. Only (b)	Bud. Liaison Only (c)	Augs. (d)
Office of Administration						
Secretary's Office	x	x	x			
Office of Continuity & Records Information Management	x	x	x			x
OA Legal	x	x	x			
Office of Human Resources & Management (OHR&M)						
Human Resources Management Deputate (Deputy Secretary)	x	x	x			x (Includes Augmentation for REHP, AEHP and SECA)
Employee Relations & Workplace Support	x	x	x			x
Commercial Driver's License	x	x	x			x
Human Resources Service Center	x	x	x			x
Talent Management	x	x	x			x
Temporary Clerical Pool	x	x	x			x
Leadership Development Institute	x	x	x			x

AAS Customer List

Organization (* denotes Service Fee Customer)	Purchasing	Invoice Clearance	Bud. Prep. & Mon. (a)	Approve Budget Transfer Docs. Only (b)	Bud. Liaison Only (c)	Augs. (d)
Managing Government Responsibly	x	x	x			x
HR Delivery Centers	x	x	x			x
General Government HR Delivery Center	x	x	x			x
Conservation & Environment HR Delivery Center	x	x	x			x
Employment, Banking & Revenue HR Delivery Center	x	x	x			x
Health & Human Services HR Delivery Center	x	x	x			x
Infrastructure & Economic Development HR Delivery Center	x	x	x			x
Public Safety Development HR Delivery Center	x	x	x			x
Office for Information Technology (OIT)						
State Chief Information Officer (CIO)-Deputy Secretary for Information Technology	x	x	x			x
Security Office	x	x	x			x
Technology & Operations	x	x	x			x
Bureau of Enterprise Solutions	x	x	x			x

AAS Customer List

Organization (* denotes Service Fee Customer)	Purchasing	Invoice Clearance	Bud. Prep. & Mon. (a)	Approve Budget Transfer Docs. Only (b)	Bud. Liaison Only (c)	Augs. (d)
Integrated Enterprise Systems	x	x	x			x
Office of Data and Digital Technology	x	x	x			x
Technology Business Office	x	x	x			x
General Government IT Delivery Center	x	x	x			x
Conservation & Environment IT Delivery Center	x	x	x			x
Employment, Banking & Revenue IT Delivery Center	x	x	x			x
Health & Human Services IT Delivery Center	x	x	x			x
Infrastructure & Economic Development IT Delivery Center	x	x	x			x
Public Safety IT Delivery Center	x	x	x			x
Justice Network (JNET)	x	x	x			
Boards & Commissions						
Juvenile Court Judges' Commission	x	x	x			
Council on the Arts	x	x	x			

AAS Customer List

Organization (* denotes Service Fee Customer)	Purchasing	Invoice Clearance	Bud. Prep. & Mon. (a)	Approve Budget Transfer Docs. Only (b)	Bud. Liaison Only (c)	Augs. (d)
Budget Office						
OB Secretary	x	x	x			
OB Legal	x	x	x (included with OB Sec)			
Comptroller Offices						
Chief Accounting Officer/Deputy for Comptroller Operations	x	x	x			x
Bureau of Planning & Management (BPM)	x	x	x			x
Agency Administrative Services - Executive Offices (AAS-EO)	x	x	x			
Bureau of Accounting & Financial Management (BAFM)	x		x			x
Bureau of Audits (BOA)	x		x			x
Bureau of Payable Services (BPS)	x		x			x
Bureau of Commonwealth Payroll Operations (BCPO)	x		x			x
Bureau of Quality Assurance & Process Improvement (BQA)	x		x			x
LCB Comptroller			x			x

AAS Customer List

Organization (* denotes Service Fee Customer)	Purchasing	Invoice Clearance	Bud. Prep. & Mon. (a)	Approve Budget Transfer Docs. Only (b)	Bud. Liaison Only (c)	Augs. (d)
Other Department 81						
Office of General Counsel			x			x
PA Commission on Crime & Delinquency (PCCD) *	As requested / Consulting				x	
PA Human Relations Commission (PHRC) *	As requested / Consulting	As requested / Consulting	x			
Outside Dept 81/Executive Offices						
Department of Banking & Securities (DOBS) *	As requested / Consulting	As requested				
Environmental Hearing Board (EHB) *	x	x	x			
Office of Performance Through Excellence			x			x
Lt. Governor's Office & Board of Pardons *	As requested	GR Entry upon receipt of approved emails & Adv. Acct. check printing only	x			
PA Municipal Retirement System (PMRS) *	As requested / Consulting	As requested / Consulting				
Patient Safety Authority (PSA) *	x	x (No Telecom)	x (no Budget Prep)			

AAS Customer List						
Organization (* denotes Service Fee Customer)	**Purchasing**	**Invoice Clearance**	**Bud. Prep. & Mon. (a)**	**Approve Budget Transfer Docs. Only (b)**	**Bud. Liaison Only (c)**	**Augs. (d)**
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 includes 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".

Unless otherwise noted, all program areas are designated as an "Executive Agency" for procurement purposes.