

March 23, 2004

MEMORANDUM TO: Timothy I. Pulliam, Director  
Division of Financial Services  
Office of the Chief Financial Officer

FROM: Anthony C. Rossi, Acting Director */RA/*  
Division of Financial Management  
Office of the Chief Financial Officer

SUBJECT: PROCEDURES FOR MONITORING INTERNAL USE SOFTWARE  
DEVELOPMENT

Attached are revised Procedures for Monitoring Internal Use Software Development Projects. These procedures document the current operating practices, which were modified to address audit issues identified during the FY 2003 financial statement audit and are effective immediately.

Attachment: As stated

cc: B. Gusack, OCFO/DFM/FSRT  
G. Peterson, OCFO/DFM/CAT  
T. Barham, OCFO/DFS/PRSVT  
J. Schaeffer, OCIO  
C. Turner, OCIO

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