



Annual Due Dates	Description of Item(s) Due
<ul style="list-style-type: none"> September 30th following policy adoption June 30th each year thereafter 	Each agency will provide DAS EISPD with the name and general contact information of their Agency ITAM Coordinator.
<ul style="list-style-type: none"> October 31st following policy adoption July 31st each year thereafter 	Each agency will provide DAS EISPD with a copy of their IT asset inventory report. The report will include an agency confirmation that: 1) all agency capital and non-capital IT assets have been tagged; and 2) that appropriate software licensing agreements for software used by agency employees are in place, and that the agency is in compliance with those agreements.
<ul style="list-style-type: none"> November 30th following policy adoption September 30th - each year thereafter 	DAS EISPD will create and provide agencies with an EISPD – Statewide consolidated IT Asset Inventory/Management Report.
<ul style="list-style-type: none"> December 31st following policy adoption October 31st - each year thereafter 	Each agency will provide DAS EISPD with feedback on the current Statewide consolidated IT Asset Inventory /Management Report.

Flexible Due Dates	Description of Item(s) Due
Flexible	As new <u>or</u> updated Agency IT Asset Inventory /Management policies and procedures are created, submit them to DAS EISPD for review and comment.
Submission dates are defined by the State Budget Instructions.	Develop and submit a Lifecycle replacement plan to DAS EISPD at the same time the agency submits its biennial agency request budget document.

DAS EISPD Contact Information
 Department of Administrative Services
 Enterprise Information Strategy & Policy Division
 IT Investment & Planning

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IT Asset Management Website: http://www.oregon.gov/DAS/EISPD/ITIP/ITAM_index.shtml