

July 5, 2022

TO: Agency Chief Financial Officers
Chief Information Officers

FROM: Washington Technology Solutions (WaTech)

SUBJECT: 2023-2025 Information Technology Decision Packages – IT Addendums

The 2023-25 Budget Instructions have been updated with additional guidance for completing IT addendums, in response to questions raised during the Agency's Budget Officers June Forum.

The following guidance has been added to the budget instructions.

No IT addendum is needed for any decision package in the following two cases:

1. The agency's investments are solely for the purpose of purchasing equipment and software – such as laptops, cell phones and applications – that will be used by new FTEs.
2. The agency's investments are for the purpose of increasing IT FTE(s) to accommodate an agency expanding business operations.

In all other cases, decision packages with IT costs must include a completed IT addendum.

This information has been added to the [Decision Package FAQs](#) on the [Decision Package Prioritization](#) website.