



Timothy M. Kaine  
Governor

# COMMONWEALTH of VIRGINIA

Stacy L. Burrs  
Director

Department of Minority Business Enterprise

Viola O. Baskerville  
Secretary of Administration

1111 East Main Street, Suite 300  
Richmond, Virginia 23219

## Memorandum

To: Lem Stewart

From: Stacy L. Burrs

Re: IT Strategic Planning Certification

Date: March 5, 2007

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I hereby certify that my agency does not presently have any proposed or planned IT investments for the upcoming 2008-2010 budget biennium and I hereby delegate my plan certification authority within the Commonwealth agency IT strategic planning system (ProSight) to the Project Management Division (PMD) of VITA.

I further understand that, should my agency IT investment status change, I will immediately contact my agency's designated VITA Customer Account Manager to initiate an appropriate agency IT strategic planning update.