



THE CITY OF NEW YORK
OFFICE OF THE COMPTROLLER

SCOTT M. STRINGER
COMPTROLLER

COMPTROLLER'S MEMORANDUM
#20-01

To: Agency Heads/Fiscal Officers

From: Jacqueline Thompson *JT*
Deputy Comptroller, Bureau of Accountancy

Date: March 14, 2020

Subject: Amendments to Section 7.2 #10 Computer Hardware, Software, Networks and Systems— Eligible Costs to Comptroller's *Directive #10 – Charges to the Capital Project Fund*

This Comptroller's Memorandum (CM) permits an exception to the above section of Comptroller's Directive #10 to allow for laptops, notebook computers, tablets and other similar products, to temporarily leave the school buildings where they are housed and kept in secured carts, for the purpose of permitting remote learning for K-12 students. This amendment to the current provisions outlined within section 7.2 is a result of the State of Emergency declared in Executive Order No. 202, and is in effect as of March 14, 2020 until the City of New York Department of Education (DOE) students return to school. The DOE must ensure that enrollment protocols in its mobile device management tracking system with geo location and last known location features are followed for each device permitted to leave the building.