

## 1.9 COMMUNICATIONS (Object 03)

### **Telephone (0302), Telecommunications (0303), and Misc. Communications Charges (0304)**

Comptroller Objects 0302, 0303, and 0304 include projected communication costs that will be billed directly by vendors to an agency. Agencies responsible for their own PBX or Centrex bills should budget the actual usage portion of PBX and Centrex service, including local and long distance. All agencies must ensure that they have sufficient funds to cover 12 months of charges.

### **DBM Paid Telecommunications (0305)**

Telecommunications costs for services centrally managed by the Department of Information Technology (DoIT) should be identified in Comptroller Object 0305. **Agencies should request FY 2017 funding equal to the FY 2017 legislative appropriation by fund for 0305, as listed in HOBO columns 15, 36, 37, 38, and 39. The amount in 0305 is restricted and cannot be used in another subobject without the approval of the DBM Director of the Office of Budget Analysis.** DoIT will develop FY 2018 estimated costs for each service including:

- Contract management and administration,
- Statewide Enterprise Networks (Wireless Network and FMIS),
- Network Maryland,
- Private Branch Exchange (PBX), and
- Multi Service Centers (MSC) telecommunications costs.

The budget request should detail any factors that may cause telecommunication charges to increase or decrease significantly. Agencies should advise Russell Mueller (contact information below) of all details. These factors will be reviewed for any impact to budget projections. DBM, in cooperation with the DoIT Division of Telecommunications, will make a final determination of the agency budget requirements for Comptroller Object 0305.

### **Cell Phone Expenditures (0306)**

Costs for cellular phones, personal data assistants (PDAs) and tablets must be submitted on a DA-2 form using Comptroller Object 0306. Agencies must identify, by fund and by program, the number of cell phones and other mobile devices, the type of pricing plan and monthly cost associated with the pricing plan for each cell phone used by agency personnel to conduct State business.

### **Telecommunications Capital Leases (0322)**

An agency's portion of lease payments for PBX and MSC related equipment previously financed or anticipated to be financed in FY 2018 via the State Treasurer's Office Master Lease-Finance Program should be budgeted in subobject 0322. **All agencies should request FY 2018 funding equal to the FY 2017 legislative appropriation by fund for Comptroller Object 0322. The amount in 0322 is restricted and cannot be used in another subobject without the approval of the DBM Director of the Office of Budget Analysis.** DBM and DoIT will make a final determination of the agency budget requirements for Comptroller Object 0322.

For further guidance or information related to Telecommunications budget projections, contact: Russell Mueller, at the Department of Information Technology, 410-260-7553 or [Russell.mueller@maryland.gov](mailto:Russell.mueller@maryland.gov).