

## B.4 COMMUNICATION – OBJECT 03

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

Subobjects 0302, 0303, and 0304 include projected communication costs billed directly by vendors to an agency. Agencies responsible for their own Private Branch Exchange (PBX) or Centrex service 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) are included in subobject 0305. **Agencies should request FY 2019 funding equal to the FY 2018 legislative appropriation by fund for 0305. The amount in 0305 is restricted and cannot be used for another purpose without the approval of DBM.** DoIT will develop FY 2019 estimated costs for each service including:

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

*Note that subobject 0305 will not include charges for DoIT Enterprise coordination with State agencies – additional guidance on budgeting for DoIT support of State agencies will be provided at a later date.*

The budget request should discuss any reason telecommunication charges may increase or decrease significantly in FY 2019. Agencies should advise Russell Mueller (contact information below) of all details. DoIT and DBM will review this information 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 subobject 0305.

### Cell Phone Expenditures (0306)

Agencies must disclose costs for all cellular phones, personal data assistants (PDAs) and tablets on a [DA-2 form](#) using subobject 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 current or anticipated FY 2019 lease payments for PBX and MSC related equipment purchased via the State Treasurer's Office Master Lease-Finance Program should be budgeted in subobject 0322. Similar to 0305, **all agencies should request FY 2019 funding equal to the FY 2018 legislative appropriation by fund for subobject 0322. The amount in 0322 is restricted and cannot be used in another subobject without the approval of DBM.** DBM and DoIT will make a final determination of the agency budget requirements for subobject 0322.

For further guidance or information related to Telecommunications budget projections, contact: Russell Mueller, at the Department of Information Technology, 410-697-9642 or [Russell.Mueller@maryland.gov](mailto:Russell.Mueller@maryland.gov).