



<b>STATE OF NEW JERSEY TECHNOLOGY CIRCULAR</b>  Financial Reporting and Accountability for Information Technology Expenditures Policy	<b>POLICY NO:</b>  <b>16-02-NJOIT</b>	
	<b>SUPERSEDES:</b> N/A	<b>EFFECTIVE DATE:</b> 08/25/2016
	<b>VERSION:</b> 2.0	<b>LAST REVIEWED:</b> 03/01/2017

## 1 POLICY

The New Jersey Office of Information Technology (NJOIT) and Chief Technology Officer (CTO) direct each State Agency to track and report quarterly, all **actual and projected** financial information technology (IT) costs, for all divisions and groups within their Agency, and from all funding sources.

Agencies must use the reporting format defined by the CTO. The **IT Expenditure Report (ITER)** and **Agency Certification** transmittal are available for download on NJOIT's website. Go to <http://www.nj.gov/it/business/index.shtml#policies>.

Agencies shall submit an **ITER** with an **Agency Certification** electronically to the CTO before the 10th of the month, following the conclusion of each fiscal-year quarter. The completed report and certification must be submitted to [ITExpenditures@tech.nj.gov](mailto:ITExpenditures@tech.nj.gov).

## 2 AUTHORITY

This policy is established under the authority of the State of New Jersey. [N.J.S.A. 52:18a-230 b](#). This policy defines the New Jersey Office of Information Technology's (NJOIT) role with regard to technology within the Executive Branch of State Government.

The New Jersey Office of Information Technology (NJOIT) reserves the right to change or amend this circular.

## 3 SCOPE

This policy applies to all State agencies, including but not limited to Departments, Divisions, Commissions, Authorities, Offices, and those governmental units that are "in but not of" other agencies. No portion of the Executive Branch is exempt.



## 4 PURPOSE

The Chief Technology Officer (CTO) is accountable for governance and oversight of Executive Branch information technology resources and activities, including information technology (IT) expenditures. Accordingly, this policy establishes a requirement for each department and agency to submit quarterly IT expenditure reports to the CTO. It also sets standards for submitting financial reporting on technology spending to the CTO.

## 5 IT EXPENDITURE CATEGORIES

Agencies' quarterly expenditure reports must report expenses using the following categories and definitions:

<b>Hardware New</b>	Costs of new computer hardware and components. Replacement hardware, procured to replace end-of-life equipment, shall be considered new.
<b>Hardware Maintenance</b>	Costs associated with renewal of hardware maintenance and support.
<b>Software New</b>	Costs associated with new software, including SaaS (software as a solution).
<b>Software Maintenance</b>	Costs of software maintenance and/or support renewals.
<b>Training</b>	Expenses for information technology training of any staff.
<b>Non-SaaS and Cloud Services</b>	Costs of any Infrastructure-as-a-Service (IaaS) and Platform-as-a-Service (PaaS) purchases, either new or renewal.
<b>Network</b>	Costs associated with equipment and network lines necessary to provide connectivity services across local and large geographical areas. These include new purchases, maintenance, and support for network connectivity. These costs include, but are not limited to, the following: network equipment, wiring, cabling, wireless switches, routers, and data circuits.



<b>Telecommunications</b>	Report costs associated with operating telecommunication (voice, video, and telephone) systems within State buildings and office. These costs include new, maintenance, and repair fees for telecommunication services. The types of telecommunications to be reported include, but are not limited to the following: voice, video, VOIP and landline telephone equipment, public address systems, and closed circuit television.
<b>Mobile</b>	Report costs associated with mobile devices and associated voice and data plans.
<b>Full-Time Equivalents</b>	Personnel costs for performance of an IT related function. This comprehensive total shall include all staff in the Agency or Division who perform IT-related functions within and outside of your Agency’s centralized IT units, even if they don’t have IT job titles.
<b>IT Consulting/ Contractors (Professional Services)</b>	Report costs for contracted IT services.
<b>OIT Services</b>	Report fees billed by OIT for IT services.

## 6 EXCEPTIONS AND NON-COMPLIANCE

Agencies shall comply with this policy and submit quarterly spending reports to NJOIT on the 10<sup>th</sup> day or the month at the end of each fiscal year quarter.

**The Certification must be submitted in pdf format. The Expenditure Report must be submitted in MS Excel.**

If there is an inability to comply with this policy because of a business reason or system constraint, a written request for an exception must be submitted to the CTO in advance.

## 7 DEFINITIONS

**7.1 Information Technology – The hardware, software, services, human resources, and supporting infrastructure required to manage, utilize or deliver data or communications. For the sake of IT budgeting, use the following guidance:**

7.1.1 All computers, laptops, tablets, and devices.



- 7.1.2 All peripherals connected to a State device or directly or indirectly connected to the State network.
- 7.1.3 All voice, video and data networks and the equipment, staff and purchased services necessary to operate them.
- 7.1.4 All salary for staff whose job descriptions specifically include technology functions, (i.e. network services, applications development, systems administration).
- 7.1.5 All technology services provided by vendors or contractors.
- 7.1.6 Operating costs associated with managing IT or delivering IT services.
- 7.1.7 All costs associated with developing, purchasing, licensing, or maintaining software or hardware.
- 7.2 **New – The purchase of new goods or services in the quarter reported.**
- 7.3 **Renewal/Maintenance – Annual payment on an existing goods or services agreement (i.e. contract) in the quarter reported.**
- 7.4 **State Agency – Any entity of the State’s Executive Branch including but not limited to authorities, boards, bureaus, commissions, committees, councils, departments, divisions and offices.**

*Signature on File*

**DAVE WEINSTEIN**  
**Chief Technology Officer**

*08/25/2016*

**DATE**