NJ OFFICE OF INFORMATION TECHNOLOGY
Philip D. Murphy, Governor
Christopher J. Rein, Chief Technology Officer

P.O. Box 212
300 Riverview Plaza
Trenton, NJ 08625-0212

www.tech.nj.gov

STATE OF NEW JERSEY TECHNOLOGY CIRCULAR Financial Reporting and Accountability for Information Technology Expenditures Policy	**POLICY NO:** 16-02-NJOIT	
	SUPERSEDES: N/A	**EFFECTIVE DATE:** 08-25-2016
	VERSION: 5.0	**LAST REVIEWED:** 02-10-2025

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.

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.

2   AUTHORITY

New Jersey Statutes Annotated (N.J.S.A.), Sections C.52:18A-224 through C.52:18A-234, known as "The Office of Information Technology Reorganization Act."

NJOIT reserves the right to change or amend this Policy to comply with changes in Agency procedures. Any changes or amendments will be announced and made available on NJOIT's intranet under Policies. Changes in this Policy will be effective upon such publication or distribution and will not require employee sign-off.

3 SCOPE

The 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 expenditures reports must report expenses using the following categories and definition:

Hardware New	Cost of new computer hardware and components Replacement hardware, procured to replace end-of-life equipment, shall be considered new.
Hardware Maintenance	Costs associated with renewal of hardware maintenance and support.
Software New	Costs associated with new software, including SaaS (software as a solution).
Software Maintenance	Costs of software maintenance and/or or support renewals.
Training	Expenses for information technology training of any staff.
Non-SaaS and Cloud Services	Costs of any infrastructure-as-a-service (IaaS) and Platform-as-a-Service (PaaS) purchases, either new or renewal.

Network	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.
Telecommunications	Report costs associated with operating telecommunication (voice, video, and telephone) systems within State buildings and offices. 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.
Mobile	Report costs associated with mobile devices and associated voice and data pazq1lans.
Full-Time Equivalents	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.
IT Consulting/ Contractors (Professional Services)	Report costs for contracted IT services.
OIT Services	Report fees billed by OIT for OIT services.

6   EXCEPTIONS AND NON-COMPLIANCE

Agencies shall comply with this policy and submit quarterly spending reports to NJOIT on the 10th 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 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 devices 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.

8   ADMINISTRATION

This Policy is administered and monitored by the CTO at 300 Riverview Plaza, Trenton, NJ 08625.

The Policy must be reviewed annually; however, the CTO reserves the right to change or amend the Policy at any time.

Signature on File   02/10/2025
Christopher J. Rein, Chief Technology Officer   Date

9   DOCUMENT HISTORY

Version	Published Date	CTO	Sections Modified	Description of Modifications
1.0	08/25/16	D. Weinstein	New	Original Published Date
2.0	01/31/17	D. Weinstein	All	Reformatted for Branding
3.0	03/01/2017	D. Weinstein	1.0	Website link added
4.0	10/20/2017	D. Weinstein	1.0	Website link removed
5.0	02/10/2025	C. Rein	All	Format