

Expense Control Tips:

- Pool phones for distribution to employees on an as needed basis. Individuals with infrequent usage may be good candidates for this option.
- Use the basic vendor provided equipment where possible. This eliminates added cost to the State for purchase, maintenance, repair and disposal of more expensive equipment.
- When purchase of equipment/service is required, purchase equipment/service that economically meets user needs, not wants.
- Purchase additional features only when necessary to effectively conduct official business.
- Limit wireless usage to official state business.
- Use landline service for routine calling to avoid additional per minute charges.
- Avoid using a State cell phone on pay as you go plans to call a State toll free number. Doing so costs \$.03 per minute in addition to the cellular per minute charge.
- Contact your vendor for assistance in determining the most cost-effective rate plan for users.