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MEMORANDUM

TO: Deans, Directors, and Department Heads
FROM: John R. Carnaghi 
DATE: November 21, 2001
SUBJECT: New Cellular Phone Policy

With the change in cellular billing plans (bundling of minutes versus billing by the minute), it becomes necessary to establish a new campus wide cellular policy. The Inspector General's Office and the Office of Telecommunications have established the following procedure, to become effective immediately.

Approval of Business Use and Reimbursement for Personal Use of Cellular Phones

Telephone statements showing a detail of cellular phone usage are sent to each account project leader on a monthly basis. Within 30 days of receipt, the department shall review the bills as follows:

- a. The budget manager (or designee) shall distribute the applicable portion of the statement (showing a detail of calls made) to each cellular user, who shall indicate which calls were business related (including detailed explanations as required by each department) and which were for personal use. An example of a cell phone monthly use tracking sheet is available at <http://www.vpfa.fsu.edu/policies/otc/14.html#department> (B-10.1.c.i.).
- b. Once the employee has appropriately designated each call, the budget manager (or designee) shall review and approve the designation.

For cellular services that include packaged minutes:

- a. If personal usage does not cause the packaged minutes to be exceeded, no reimbursement is necessary.
- b. If personal usage causes the packaged minutes to be exceeded, then personal usage is assessed at the rate of the excess minute rate. This reimbursement will be applied to the amount of personal use or the amount of excess minutes usage incurred whichever is less.

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NOTE: Personal usage includes non-business related usage communications to include both voice and data.

- c. The employee must submit a check (payable to Florida State University) for the total amount of reimbursable personal usage.

Cost Efficiency - Department Business Managers shall periodically review the choice of billing options considering:

- the demonstrated need for cellular telephone for each specific user;
- the most economical billing option for each specific user; and
- it is not allowable for a department to consistently allow personal usage to force the use of higher valued service.

At a minimum, this documented review should occur on an annual basis.

- d. The department must collect and handle these payments in accordance with University Cash Collection and Handling Rules. Payments should be coded as an expense reimbursement. If an employee fails to submit the reimbursement check within the allocated time period, department management shall be informed, and the account shall be turned over to the University's Accounts Receivable Office for collection.
- e. Payments for personal use and amounts designated as business use should be reconciled on a monthly basis to departmental ledgers.

If you have further questions regarding this new policy, please contact the Office of Telecommunications accounting section at 644-5869.

JRC/jcm