

CLEVELAND STATE UNIVERSITY

POLICIES AND PROCEDURES FOR: THE USE, REIMBURSEMENT AND ASSIGNMENT OF CELLULAR PHONES AND THE USE AND REIMBURSEMENT OF PERSONAL LONG DISTANCE CALLS ON UNIVERSITY OFFICE OR CELLULAR PHONES AND PHONE CARDS

I. PURPOSE

1.1 The purpose of this policy is to ensure that the University is not in violation of the state mandates for the use of public funds.

II. POLICY

Background: While departments/colleges in the University supply office telephones for conducting university business, many departments also issue cellular phones and phone cards for employees to use in the pursuance of their assigned duties while away from the office. Usage of these services is ideally for university business only, but it is often necessary for staff to place long distance calls for personal reasons that can only be transacted during office hours or when traveling on university business.

The controls detailed below are designed to ensure that all personal long distance calls made on university office phones or phone cards are reimbursed, and that charges for personal calls on university cell phones which result in an overage of the allotted number of minutes on the particular service plan are reimbursed within university policy.

III. PROCEDURES

It is the responsibility of the department head to determine the type of equipment and services that are appropriate to meet the needs of the department personnel. Each employee is responsible for the security of his/her assigned cellular phone. Personnel should be discouraged from using these services for personal use or while driving. Cell phone usage while driving should occur only in an emergency situation. Departments may issue specific policies that are more but no less restrictive than this policy.

Monthly, CSU's Telecommunications Department sends out statements that list long distance calls that are made from each CSU telephone and/or phone card to each department head. It is the responsibility of the department head or an assigned designee to distribute the statements to each employee and request reimbursement for any charges for personal calls.

Monthly, departments that issue cellular phones to employees receive invoices from the providers that list charges for all calls as well as any long distance or roaming charges, if applicable. It is the responsibility of the department head or an assigned designee to review the invoices to ensure that usage is within the allotted number of minutes for the purchased plan and to request reimbursement for personal calls and related roaming charges if there is a charge for an overage of minutes. If there is a charge

for an overage, give a copy of the invoice to the staff member and request reimbursement. The original invoice should be sent to Accounts Payable for timely processing.

If an employee identifies that he/she has made personal long distance calls on a University telephone/phone card or that result in an overage of minutes on his/her cell phone plan, he/she will deposit the reimbursement for personal usage at the Bursar's Office. The account number to be credited is the same account number to which the charge was made. The employee will attach a copy of the deposit ticket to the telephone statement/invoice and return the statement/invoice to the department's fiscal officer or other appropriate staff member.

If an employee has no personal calls on his/her statement/invoice, this will be noted on the statement along with a signature and it will be returned to the fiscal officer or appropriate staff member.

All statements/invoices will be filed with other departmental accounting records and used for the monthly reconciliation of charges and receipts.

IV. AUDIT OF LONG DISTANCE CHARGES

- 4.1 The Department of Audits will periodically audit a sample of long distance charges and reimbursements. Departmental backup will be reviewed to verify that the above procedures are being followed. Violation of the policy will lead to requests for reimbursement and may lead to restriction of an individual's right to engage in these activities and to disciplinary action.