



## **University Telephone Policy**

### **PURPOSE**

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.

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.

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.

- 1.5 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.
- 1.6 All statements/invoices will be filed with other departmental accounting records and used for the monthly reconciliation of charges and receipts.

### **AUDIT OF LONG DISTANCE CHARGES**

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.

### **REVISION HISTORY**

Revised: