

**OLD DOMINION UNIVERSITY**  
**University Policies and Procedures**

**3310 - CELLULAR TELEPHONE ACQUISITION AND USAGE**

Statement: Cellular telephones are available to employees, for business purposes only. Personal use of University owned cellular telephones that result in a charge to the University is prohibited. The failure to adhere to University policies will result in reimbursement to the University for inappropriate charges, disciplinary action, and possible termination. Only authorized Commonwealth, VASCUPP, or University contracts shall be utilized for cellular telephone service without prior approval of a wavier. Requests to use an alternate vendor must be approved in writing by Materiel Management.

**Acquisition**

Individuals with a demonstrated business need to acquire cellular telephone equipment and/or service shall do so in compliance with Commonwealth and University policies, as follows:

1. The ODU Cellular Phone Contract Administrator may be contacted regarding advice and/or options for new cellular phone equipment or service contracts. The employee shall prepare a Cellular Telecommunications Service Request form for cellular telephone service and submit to the Budget Unit Director for review. The form shall include detailed justification of intended use, desire number of minutes necessary to meet their communication needs or the bundled service offered by the provider, as well as the need for local, regional or national long distance service.
2. The Budget Unit Director shall review and certify the employee's intended use of the cellular telephone is for valid business purpose only and the funds are budgeted. After the request has been authorized by the Budget Unit Director, the form, shall be submitted to the Contract Administrator for processing.
3. The Contract Administrator will initiate the necessary orders for the service requested, using the designated process identified in the contract and provide Materiel Management a copy of the form who shall review the selected service and have the authority to override the service selected. Upon final review and approval a copy of the order shall be submitted to Accounts Payable.
4. The Contract Administrator shall ensure that all charges on the order are in accordance with the contract. All cellular phone orders, including all approval documentation, individual plan information, etc., shall be maintained by the Contract Administrator for audit purposes.

5. Upon discovery of issues of noncompliance, such issues shall be reported to the cell phone user, the Budget Unit Director, the Controller, and the ODU Internal Auditor.

### **Usage and Monthly Charges**

Policies regarding University owned and personally owned equipment and services are as follows:

1. Employees who use **University owned** cellular telephones must review their charges each month and certify that all charges are business related. All “free” minutes associated with the basic service plan are the property of the University. Only after the total number of “free” minutes have been identified as business related, shall any additional minutes be considered as eligible for University payment. For example: an employee with a monthly plan which includes 500 base minutes must document business use for all 500 minutes before any charges above the basic monthly charge will be considered for payment by the University. Budget Unit Directors shall inspect the monthly telephone reports and bills, sign and date them each month to indicate that they have approved that the expenditures are appropriate and authorized. Reports and bills are to be retained for two fiscal years, for audit purposes.
2. Employees who use **personally owned** cellular telephones and seek reimbursement for business charges must submit their bill and documentation of business use. Budget Unit Directors are responsible for inspecting the request and signing and dating them to indicate that they have reviewed the request and that the charges are appropriate and authorized for reimbursement. Base monthly access charges will not be reimbursed. Reimbursements will be processed in accordance with Commonwealth guidelines.

### **Contract Renewals**

When service contracts expire, and renewals are required, the employee is bound by the policies listed above under the heading “Acquisition”.

**Responsibility:** Vice President for Administration and Finance and Budget Unit Directors

**Authorization:** Roseann Runte, President

**Date:** September 16, 2002

**Effective Date:** September 16, 2002