



Cell Phone Policy Reminder

FAR Meeting
January 30, 2019

Presenter – Sheri Hardison, AVP Financial Affairs & Controller

UTSA. Financial Affairs

Overview

- Policy changed in September 2017
- If need justification is met, employee is eligible for cellular phone/service allowance
- Certain approved departments provide employees the use of a UTSA-owned cellular phone
- Phones and service only purchased on a Purchase Requisition – no other payment methods allowed

What We Are Still Seeing

- Phone or service reimbursement on Expense Reports/Non-PO Voucher
 - Will be sent back and not approved for payment
- Disallowed purchases on credit cards
 - Reimbursement will be requested
- Misunderstanding that grant funding situations follow the same policy

Cell Phone Allowances

- Must be approved as eligible
 - Emergency contact or critical decision maker
 - Frequently “on call”
 - Work off-campus at sites without access to UTSA landline
 - Frequently travel or out of the office
- Set amount of \$75/month paid through payroll

Allowance Approvals

- [Cellular Phone Allowance Form](#)
- Dean, AVP or Director
- Employee's Vice President (not VPBA beginning summer 2018)
- Research Service Center (grant-funded only)

UTSA Purchased Phones/Service

- Only allowed for situations where:
 - Special phone featured required for departmental needs (e.g. “push to talk”)
 - Grant funding specifically provides for cellular phones and plans
 - Rotating use of phone within a department



UTSA Purchased Phones/Service

- Purchased via Purchase Requisitions
- Paid only on a Purchase Order
- Approved Texas DIR Contract Vendors only
 - T-Mobile/AT&T/Sprint/Verizon
- Purchase Requisition
 - Separate lines for phone purchase, monthly service and parts/accessories
 - Monthly service and parts/accessories must be set as **Amount Only**
 - Phone purchase must be set as quantity and receiving is required
- Attach approved Exception form

Exception Approval

- [Exception to Cellular Phone Allowance Form](#)
- Dean, AVP or Director
- Employee's Vice President
- Research Service Center (grant-funded only)
- For departments – one form per department with employee list attached

Other Information

- List provided to each VP office annually in summer
- Must have adequate funding in salary cost center to cover the allowance

Policies & Procedures

- [Cellular Phones and Service Allowances Financial Management Operational Guidelines \(FMOG\)](#)
- [Procard Program FMOG](#)
- [HOP 9.49 Cellular Phones and Services](#)

UTSA[®]
Office of
Financial Affairs

utsa.edu/financialaffairs

Your Partner for Successful Solutions