

## Exception to Cellular Phone Allowance Form Instructions

Before completing the Exception to Cellular Phone Allowance form (“Exception Form”), note that **cellular phones and service plans can only be purchased from a Texas Department of Information Resources (“DIR”) contracted cellular provider through a UTSA Purchase Order.**

SECTION 1: Complete requested Employee/Department information noting the following:

**NOTE:** If more than one employee will receive or use a phone, attach a list of all employees.

**EMPLID** should be the 10 digit Employee ID of the person who will be using the phone, if applicable. Please do not use the employee’s ABC123 or Banner ID.

**Office Phone Number, Cellular Phone Number, Cellular Phone Service Provider and Serial Number** should all pertain to the employee/phone being requested for the exception. If the cellular phone details are not yet known, please leave them blank.

SECTION 2: Complete required justification information noting the following:

Complete the check box for the exception scenario that applies to the situation in question. Please note that while other exceptions will be considered, exceptions to the allowance process will be rare and will primarily be for the one of the reasons specified here.

The **Department ID, Fund and Cost Center/Project ID**, should be the source of funds being used to cover the cost of the monthly allowance. Please be mindful of the project end date, when using a Project.

SECTION 3:

If the exception being requested applies to a specific employee, the employee should sign the certification. If more than one employee will receive a phone, the Department Manager’s signature represents certification for all employees who will receive a phone.

Obtain all necessary approvals. Approval by a Research Service Center (**RSC**) is only required for grant-funded exceptions.

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After completing the form, please do the following:

1. Attach a copy of the proposed cellular phone service contract, if available.
2. Route the form according to the approvals required (Research Service Center approval is only required for grant-funded exceptions).

Once the Vice President has reviewed the form, it will be electronically routed back to:

- The Department Manager
  - [Disbursements.Travel@utsa.edu](mailto:Disbursements.Travel@utsa.edu)
3. If the exception is approved, electronically attach it to the Purchase Requisition. Note that **cellular phones and service plans can only be purchased from a Texas Department of**

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The Purchase Requisition should be created as “*Amount Only*,” using UTShare/PeopleSoft Account Code 63633 for the monthly service charge. The Department should maintain a copy of the Exception Form for its own records.

4. Once the cellular phones are purchased and received:
  - a. If cost is \$500 or greater, contact the Inventory Office to tag the phone.
  - b. If less than \$500, the phone does not require a tag; however, it must be listed in Insight as a Non-Inventoried Asset.