

Clarification of Cell Phone Usage

AgCenter PS-45 covers the use of University issued cell phones. This policy states that monthly bills must be reviewed and signed acknowledging any personal costs incurred. In an effort to minimize postage and copying costs incurred while keeping with the audit requirements of this policy, the below practice may be followed:

- If a University issued cell phone has a plan with the lowest number of minutes available, and there are no additional charges on the bill (ie, overages, directory assistance, roaming, etc.), the bill does not need to be sent to the user, signed and returned.
- If a University issued cell phone has a plan with a number of minutes larger than the minimum available, and there are no additional charges on the bill, the bill should be retained for review at a later date but does not need to be sent to the user, signed and returned.
- Any bill that contains additional charges must be reviewed by the employee and any personal costs identified and reimbursed to the AgCenter as per the policy statement.
- At least once per year (perhaps when PO's are done), all cell phone plans that are larger than the minimum must be reviewed by the unit head to ensure that the most cost effective plan is being utilized for the employee's business needs.
- At least once per year, each cell phone user must sign a "certification of business use" acknowledging that they have read and understand the AgCenter policy on cell phone usage and that their cell phones are for business use.

Please let us know if you have any questions or concerns.

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