

TEXAS A&M UNIVERSITY-KINGSVILLE

Title: Processing University Owned Cellular Phone Invoice

Procedure No.: PP-401

Date: 12/03/02

I. Purpose

To establish the procedure for processing University owned cell phones.

II. Scope

This procedure applies to all University Owned Cellular Phones.

III. Persons Authorized University owned Cell Phones

Only persons who have 24 hour responsibilities to a broad spectrum of the University are authorized to have a University direct billed cell phone. Generally, these phones are limited to the Executive Staff, University Police, and Support Services personnel. Others may request a University phone via a justification letter to the Vice President for Finance and Administration.

IV. General

In order to process Cellular Phone bills, the following steps are necessary:

1. The monthly cell phone bill will be mailed directly to the office of the person to whom the cell phone is assigned.
2. The responsible person shall review the invoice for correctness. If there are incorrect charges, the employee shall call the cell phone carrier to dispute and correct the charges. The employee should be especially aware of incorrect billings for taxes.
3. Annotate any personal calls which result in a charge to the University. Deduct the personal charges from the amount to be paid by the University.
4. Prepare a PAPER REQUISITION for the payment of the University charges.
5. Attach a personal check or money order to the original invoice to pay for the personal charges. CHECK MUST BE MADE PAYABLE TO TAMUK.
6. Attach the original invoice and the personal payment (if required) to the PAPER REQUISITION and submit all to the Accounts Payable Office for payment.

The attached worksheet may be used to assist in calculating the correct invoice. Departments should always make a copy of submissions for internal files.

All invoices must be processed and submitted to the Accounts Payable office within 5 days of receipt from the Cell Phone Carrier.

University Owned Cellular Phone Invoice Calculation Form

A. Total Amount of Bill _____

B. Contract Deductions for:

Sales Tax: _____

Federal Tax _____

911 Surcharge _____

Federal Excise Tax _____

TX USF _____

TIF Charge _____

Late Charges: _____

Total Contract Deductions _____

Deduction for Personal Charges
(check or money order attached) _____

Total Amount Due and Payable with
University Funds _____

Certification of Business Use:

I, _____, certify that the amount listed above as business expense is correct. All personal calls have been documented and the amount shown above is true and correct.

Signature/Date