

## **Cellular Phone**

Personal calls need to be paid by the individual that has the cellular phone. A check needs to be made out to CSUF in the appropriate amount and stapled to the invoice. The acknowledged invoice and check is forwarded to Accounts Payable.

Accounts Payable will pay the amount of the invoice to the vendor. The check for personal calls will be recorded and deposited into the account that funds were drawn from to pay the vendor. This does not go directly onto the purchase order.

Do not make payment for personal calls made on your cellular phone directly to the Cashiers in the Joyal Administration Building. They must go through Accounts Payable for proper reimbursement.