

CELL PHONE CONVERSION PROCEDURES

- Refer to the use of communication devices policy and review all 3 options for use of communication devices.
- Review your current communication device service plan and usage with your supervising MPP to determine the most cost effective option to meet your needs
- If you choose to completely terminate your service plan including phone number, an alteration to the existing blanket purchase order must be submitted to the procurement office indicating so. Your electronic device must also be surrendered to the university.
- **If Option 1 (University Provided Stipend) is selected:**
 1. Determine the amount of the monthly service stipend. Ongoing monthly stipend levels are established as follows:
Low (\$1-\$50), Medium (\$51-\$80) and High (\$81 - \$150)
 2. Complete the following forms and send to Procurement (M/S JA111):
 - a. Prepare a purchase order alteration indicating whether or not you would like to keep your current university cell phone number. If you choose to do so, you may keep your current electronic device in lieu of an equipment reimbursement
 - b. Complete the Employee Agreement for Stipends and Reimbursement of Electronic Devices/Services Form (Appendix A of the policy). The signed original should be kept at the department level. Please send a signed copy to procurement.
 - c. Complete the Miscellaneous Payroll Form – Electronic Communication Devices (which can be found on the Payroll Services website at: <http://www.csufresno.edu/Payroll/documents/cellmiscpayform.xls>)
 3. Procurement will contact you via email giving you authorization to contact your service provider to covert your plan in your own name.
 4. Contact procurement once you have converted your plan. Stipends ***will not*** be issued until procurement receives your written confirmation.

Please Note:

- Higher stipend amounts can be established for employees that can demonstrate a higher need based upon historical usage. The approving supervisor must forward a written justification along with the stipend Authorization form to the division Vice President for signature.
- Division Vice President's Signature approval is required for stipends for data/laptop connect service and equipment

- If Option 2 (University Provided Reimbursement for Devices/Services) is selected:
 1. Prepare a purchase order alteration indicating whether or not you would like to keep your current university cell phone number and mail to Procurement (M/S JA111). If you choose to do so, you may keep your university provided device in lieu of an equipment reimbursement.
 2. Procurement will contact you via email giving you authorization to contact your service provider to convert your plan in your own name
 3. Contact Procurement once you have converted your plan. No reimbursements will be issued until procurement receives your written confirmation.
 4. Complete the electronic Communication/Device Reimbursement Authorization form (Appendix C of the policy) and list business related calls you would like to be reimbursed for. Per minute business usage will be reimbursed at a rate of twenty cents per minute. A billing statement must be attached for reimbursements in excess of \$75.00. It is recommended that the reimbursement request be submitted to Accounts Payable no less than once every three months.

- If Option 3 (University Provided Communication Device/Service) is selected:

Note: This option is only available for employees that are required by their departments to be accessible at all times for public safety or emergency services, or other personnel as designated by the division Vice President.

 1. Conduct a review of the employee's current cell phone plan. Prepare a purchase order alteration if any changes should be made to the existing service plan.
 2. Complete the Employee Agreement Concerning the Use of University Provided Electronic Communication Devices and Services Form (Appendix B of the policy). This form must be signed by the approving supervisor, division Vice President, and sent to Procurement.
 3. Complete the University Provided Electronic Communication Device and Service Authorization Form (Appendix D of the policy).

ELECTRONIC COMMUNICATION DEVICE/SERVICE PROCEDURES

Refer to the use of communication devices policy and review all 3 options for use of communication devices.

- **If Option 1 (University Provided Stipend) is selected:**
 - Determine the amount of the monthly service stipend. Ongoing monthly stipend levels are established as follows:
Low (\$1-\$50), Medium (\$51-\$80) and High (\$81 - \$150)
 - Complete the following forms and send to Payroll Services
 - a. Complete the Employee Agreement for Stipends and Reimbursement of Electronic Devices/Services Form. The signed original should be kept at the department level. Please send a signed copy to payroll
 - b. Complete the Miscellaneous Payroll Form – Electronic Communication Devices

- **If Option 2 (University Provided Reimbursement for Devices/Services) is selected:**
 - Complete the Electronic Communication /Device Reimbursement Authorization Form (Appendix C) and forward it to Accounts Payable (MS JA 58).
 - Per-minute business usage will be reimbursed at a flat rate of twenty cents per minute.
 - It is recommended that the reimbursement request be submitted to Accounts Payable no less than once every three months.
 - Reimbursement in excess of \$75, will require an attached billing statement.
 - Reimbursements may be granted for ongoing data connect services, such as laptop connect cards. In such cases, the approving supervisor must forward the authorization form to his or her division Vice President for signature approval. In addition, prepare and submit to Accounts Payable a new Electronic Communication /Device Reimbursement Authorization Form (Appendix C) on a quarterly basis.
 - Include applicable billing statements/invoices.

Employees who regularly submit requests for reimbursement for business use of a personal communication device, and/or whose reimbursement requests exceed the amount that would be incurred for a University-issued device and plan, may be required by the department head or supervisor to switch to a stipend rather than continuing to submit reimbursement request

Department Responsibilities and Documentation Requirements:

The department must maintain a file containing a copy of the following documents:

- The original Employee Agreement for Stipends and Reimbursements of Electronic Devices/Services (Appendix A),
- The original Electronic Communication /Device Reimbursement Authorization (Appendix C) form.
- Copies of billing statements/invoices that have been forwarded to Accounts Payable.

Purchase of the Communications Device Equipment:

If an employee utilizes either Option 1 or Option 2, the employee is responsible for the purchase of the communication device. Equipment reimbursement is allowed up to the maximum set by the campus department head or supervising MPP, with supporting documentation.

- **If Option 3 (University Provided Communication Device/Service) is Selected:**

Note: This option is only available for employees that are required by their departments to be accessible at all times for public safety or emergency services, or other personnel as designated by the division Vice President.

- Complete the Employee Agreement Concerning the Use of University Provided Electronic Communication Devices and Services Form. This form must be signed by the approving supervisor, and Division Vice President. Please send a signed copy to procurement.
- Complete the University Provided Electronic Communication Device and Service Authorization Form.
- A requisition must be submitted at the beginning of each fiscal year for a blanket Purchase order to encumber funds to cover the cost of cell phone service throughout the entire fiscal year.
- If the purchase of a new device or any accessories is required, include the description of the device or accessory, required quantity, and corresponding price on the requisition for the blanket purchase order for cell phone service.
- Additional information to include on the requisition for cell phone service:
 - Cell Phone Service User's Name: _____
 - Cell Phone No.: _____
 - Service Provider's Account No.: _____
 - List the description for all service plan(s) currently utilizing and corresponding monthly service fee.

Current available AT&T equipment, accessories, and pricing can be viewed at:
<https://business.cingular.com/business>

Login: CSUF

Password: csuf01

Note: Both are case sensitive

Step One: Do you want to create a new billing account? Click - Yes (Do not be concerned as this is a view only site)

Step Two: What would you like to do? Click - Shop Phones/devices and Plans

Step Three: Enter Zip Code of 93740

Click - Continue

Click - Shop for Phones & Devices

Determining the Amount of the Equipment Reimbursement:

If the University requires an individual to obtain an electronic communication device, equipment reimbursement will be reimbursed at actual cost up to a level determined by the department head or supervising MPP.