



The policies of the Associated Students Incorporated are in compliance with the regulations of California State Polytechnic University, Pomona, the CSU Chancellor and the CSU Board of Trustees as well as all applicable state and federal laws.

Department: Business Services

Policy Category: Accounting

Subject: Mobile Communication Equipment including Cellular Telephone

Objective: To establish policies and procedures for ASI regarding the use, procurement and possession of mobile communication equipment and ensure that the use of mobile communication equipment for ASI business is appropriately authorized and monitored.

Legal Basis: Title 5 §42402 indicates that one of the auxiliary organization objectives is to provide fiscal procedures and management systems that allow effective coordination of the auxiliary activities with the campus in accordance with sound business practices. Sound business practice mandates that disbursements be fully supported with current documentation.

Education Code §89900(b) states that the President of that state university shall be responsible for ascertaining that all expenditures are in accordance with Trustee policy, the propriety of all expenditures are in accordance with Trustee policy, the propriety of all expenditures, and the integrity of the financial reporting made by auxiliary organizations.

Policy Statement: Mobile communication equipments are provided to some employees for use as productivity and accessibility enhancement tools. Such provision is for the benefit of ASI, allowing access to these individuals after hours, while away from the office, or while on travel status.

Approved By:	ASI Senate
Date:	01/22/04



Employees may qualify for mobile communication equipment (e.g., cell phone) only if the supervisor has determined it to be required for the performance of their jobs. The employee's eligibility must be documented by the supervisor on a Mobile Communication Equipment Authorization form (see **Exhibit I**).

The ASI Business Services will be responsible in selecting and recommending to the ASI Executive Director, a rate plan within a corporate group plan that most efficiently accomplishes ASI business-use calling patterns. Equipment, including the cell phone and accessories, are the property of ASI and must be returned upon the termination of employee or when no longer used.

It is the employee's responsibility not to exceed amounts budgeted for such expenditures in the ASI Annual Budget. In addition, the cell phone and related equipment must be solely used for ASI business purposes. Failure to comply with these requirements may result in the cancellation of the individual's account, request to return the cell phone including related equipment, and/or request for payment for any damages or charges for personal use.

Implementing Procedures:

Ordering Service:

The employee's supervisor and authorized user will determine approximate number of hours required per month. The supervisor or authorizing individual must request a new or a change in service by completing the Mobile Communication Equipment Authorization form. Cell phone and equipment including the battery re-charger with minimal costs will be purchased by ASI. In addition, signature of the user on the Communication Equipment Authorization form is required when the cell phone and equipment are accepted and transferred to the employee (see **Exhibit I**).

The ASI Business Services will place the order with the appropriate wireless phone carrier and maintain a list of individuals with cell phones, noting the phone number, person's title, ASI account number, serial number, and type of business service plan and phone. Activation of the phone service will be consistent or aligned with the carrier's billing period. New service information from the wireless phone carrier will be maintained with ASI Business Services.



Payment of Invoice:

All users are billed on a single ASI account with separate pages referencing phone numbers. The ASI Business Services prepares and sends the invoice to the supervisor for review and approval. The supervisor will obtain the signature of the user and the user must review the invoice to ensure that the equipment was solely used for ASI business purposes.

The approved invoice is returned to ASI Business Services for payment. The approved invoice must be completed and submitted to ASI Business Services within 5 days of receipt to avoid late charges.

Damages to Equipment:

Any damages caused by misuse or negligence must be paid by the user. Expenses related to normal operating wear and tear will be paid by ASI.

Termination of Service:

All mobile communication equipment including the cell phone and accessories are the property of ASI and must be returned upon the termination of the employee or when no longer used for ASI business purposes. Supervisors will notify via memo to ASI Business Services of employee terminations and when the equipment is no longer needed. The user's signature and date of the return must be documented on the memo.



Exhibit I

Associated Students, Inc.
Mobile Communication Equipment Authorization Form

Date:	
Name:	
Department:	
Title:	
Account Number:	

Please describe the need for mobile communication equipment. Provide details on how the phone will be used to benefit your work and department:

Provide an estimate of monthly charges and minutes to be used:

Estimated monthly charges: _____

Estimated monthly minutes: _____

Person Requesting Mobile Communication Equipment

I certify the above to be an accurate reflection of my ASI business needs and monthly usage. I have read the Associated Students, Inc. Mobile Communication Equipment Policy and agree to comply with the ASI requirements, policy and procedures. I further agree that in the event of any unauthorized use, or expenditures in excess of the amount budgeted by ASI, I will, reimburse the full amount to ASI, including any interest or finance charges.

_____ **Date:** _____
Requestor's Signature

Authorization

I approve the above request for mobile communication equipment. The use and estimated monthly minutes accurately reflect the requestor's ASI business needs. The account number listed has funds available and is appropriate to use for this expense. I have read the Associated Students, Inc. Mobile Communication Equipment Policy and agree to comply with requirements.

_____ **ASI Executive Director** _____ **Title** _____ **Date**

Approved By: ASI Senate
Date: 01/22/04