Good Afternoon,

SDSU’s updated cell phone policy is attached.

Also attached are two updated forms (we’re working on getting these into the EchoSign library):

1. The “Authorization for Business Related Cell Phone” is used to authorize and request reimbursement from Accounts Payable for an Employee-Owned cell phone or to authorize a University-Owned device. A University-Owned device is considered to be used 100% for business purposes.

2. The “Payment Authorization for University-Owned Phone” form is used to authorize payment for the initial purchase and for monthly recurring charges on a University-Owned cell phone. This form should be submitted to Accounts Payable and be accompanied by a) an estimate or quotation for the initial purchase of the device or b) the monthly statement from the service provider. Please be advised that Contract and Procurement Management (CPM) is no longer involved in the procurement of University-Owned cell phones.

For 2016, the maximum monthly rate to be reimbursed for an Employee-Owned cell phone is $62.50. An employee’s reimbursement amount is based off of their service charges only. Device and insurance charges are not considered reimbursable. SDSU has negotiated discounts with several major cell phone providers, which are available to employees. If you wish to obtain more information on these discounts, you can contact SDSU’s Telecommunication and Network Services department or view the following link: http://tns.sdsu.edu/voicesrvs.htm#cell.

The updated policy and forms will be posted on the Accounts Payable website shortly. Should you have any questions on the cell phone process, please contact Accounts Payable at ext. 40894.

Thank you,

Matt Frankos