Mobile Devices

Payment for mobile devices may be made by any of the following processes:

- Direct payment to provider; or
- Reimbursement to employee; or
- Utilizing the University's Pcard system

Direct Payment to Provider

To make payment directly to vendor or service provider submit the Phone/Data/Internet Payment Request Form (PPF) in Crimson Corner:

Approval of someone of higher supervisory authority than the individual utilizing the mobile device is required. You must add an ad-hoc financial approver if the department approver is not of a higher institutional level than the payee.

Note: Services should be established in the University's name and address and the provider should be made aware of any applicable tax exemptions.

Reimbursement to Employee

To request a reimbursement to an employee, submit the Phone/Data/Internet Payment Request Form (PPF) in Crimson Corner:

- o Approval of someone of higher supervisory authority than the individual utilizing the mobile device is required. You must add an ad-hoc approver if the department approver is not of a higher institutional level than the payee.

Pcard Payment

Due to the short payment terms, departments are encouraged to use the Pcard system whenever possible. The department is responsible for maintaining supporting documentation for payments made with the Pcard for seven years.

Note: Services should be established in the University's name and address and the provider should be made aware of any applicable tax exemptions.

Personal Use

It is the responsibility of the department to ensure the personal usage is monitored and

reimbursed in a timely manner.

There are two options for calculating the amount an employee needs to reimburse the University:

- Monthly basis by identifying personal call and associated costs
- Evaluating records from a representative set of months and determining a percentage rate. Recalculation of the percentage should be done when the usage pattern increases, or annually, whichever comes first