POLICY

I. Purpose

This document provides guidance as to the appropriate circumstances and procedures for the California
State University, Fresno (University) provision of
- electronic communication devices (communication devices) for use by University employees for
  business purposes, along with accompanying service support,
- a stipend to reimburse the employee for frequent business usage on his or her personal plan,
- reimbursement to an employee when he or she incurs communication device charges for
  University business purposes on a sporadic basis, or
- a stipend or reimbursement for ongoing data and/or laptop connect services through the
  employee’s personal data plan.

The IRS considers electronic communication devices to be “listed property (IRS Section 274(d) (4)).” As
such, the IRS requires detailed record keeping, including (a) the amount of the expense, (b) the time and
place of call, (c) the person called and (d) the business purpose for the call. The IRS may declare that all
undocumented use is personal and should be taxed as wages, even if the calls were mostly business calls.
Receiving a taxable allowance (stipend) for an individually owned electronic communication devices
removes this detailed documentation requirement.

This policy provides each user both freedom of choice and personal responsibility for his or her electronic
communication devices plan.

This policy only applies to the University and does not apply to the University Auxiliaries.

II. Policy

Upon proper approval, the employee may select one of the three following options.

Option 1: Stipends for Employee Owned Devices and Employee Provided Data Services
- This option provides ongoing monthly stipends for employees who frequently need to use their
  own communication device(s) for business purposes. Stipends are in the form of monthly
  compensation through payroll.
- The employee may choose the device and service plan he or she wishes to use. The arrangement
  is between the employee and the provider; the University is not involved in the contract with the
  provider. The campus department head or supervising MPP may suggest a provider.
- The ongoing monthly stipend amounts are determined by the approving supervisor, based upon
  his or her judgment of the expected campus required usage. The approving supervisor may not
  use the stipend as a salary supplement.
- Stipends for ongoing monthly services are University pre-established ranges in the following
  areas: communication device service plans (low, medium, high), data service plans, and laptop
  connect card plans. Higher amounts can be established for employees who can demonstrate a
  higher need based upon historical usage. Such requests must be supported by plan and cost
  documentation and must be approved by the employee’s division Vice President or designee
  (VP*).
- If the employee has a University provided phone, he or she will be transitioned to the stipend
  plan, unless the employee is approved for Option 3.
- These stipend levels will be reviewed annually to determine if they adequately compensate for
  the cost of University business usage. All adjustments to the stipend levels will be recommended
  by the Vice President for Administration and approved by the President’s Cabinet.

Option 2: Reimbursements for Employee Owned Devices and Employee Provided Data Services
- This option reimburses the employee for sporadic use of his or her communications device.
  Reimbursements for service plans will be calculated using a per-minute rate that is established by
  the University.

*Throughout this document, references of a Vice President are not intended exclude a designee from acting on behalf of the
Vice President.
• This option also allows employees to be reimbursed for data connection devices that are used exclusively for University-related business, such as laptop connect cards.
• All employees may submit infrequent business-related electronic communication device expenses for reimbursement.
• Equipment reimbursement is allowed up to the maximum set by the campus department head or supervising MPP, with supporting documentation.

Option 3: University Owned Devices and University Provided Services
• Under Option 3, the University will supply a University-owned device to the employee. Option 3 is reserved for employees whose accessibility is required for public safety and emergency services, or for other personnel as designated by the employee’s division VP. Option 3 is to be used in limited circumstances. It is intended for employees who are assigned to carry a communication device.
• The device/service should be through a University-authorized provider.
• All University-provided devices shall be used for business-related purposes only. University-owned devices should not be used for personal reasons as this may result in full taxation of the value of the wireless device/service and may result in cancellation of the service and return of the device.
• Should incidental use occur, the employee must reimburse the University at the University determined flat rate per minute. The employee is required to provide appropriate documentation.
• This option requires the approval of the employee’s division VP.

Electronic communication devices should not be selected as an alternative to other means of communication (e.g., land-lines, pagers, and radio phones) when such alternatives would provide adequate and less costly service to the university.

III. Authority

The Vice President of the employee’s division has the authority to approve the following:
• Stipends for all electronic communication devices and services
• Stipends for laptop connect devices and services
• Reimbursement for sporadic use of communication devices and services
• Reimbursement for laptop connect devices and services
• Purchase of communication devices and accompanying services under which the University is the official customer to be billed.

Campus Department Heads and Supervising MPP’s have the authority to approve University issued stipends and reimbursements for electronic communication devices/services with the exception of laptop connect cards and service.

IV. Responsibilities

The Associate Vice President for Financial Services: Is responsible for establishing and updating this policy and accompanying procedures, and for ensuring that any University purchase of communication devices conforms to the requirements of this policy.

Department Heads and Supervising MPP’s: Are responsible for ensuring that requests for stipends and claims submitted for payment or reimbursement include the appropriate supporting documentation. The approving individual (or his or her designee) is responsible for monitoring personal and business-related use of electronic communication devices that are University provided.

It is the responsibility of the approving supervisor to do the following:
• Determine the appropriate communication device, stipend, service plan or reimbursement amount necessary for the employee to perform the expected business tasks;
• Review the University provided phone plans and stipends annually to determine if adjustments are necessary;
• Provide the necessary documentation to procurement on a timely basis to renew the communications service and/or data plan;
Use of Communication Devices
California State University, Fresno
October 6, 2008
Policy No. C-20

- Provide the necessary documentation to payroll on a timely basis to renew the stipend;
- Notify procurement to discontinue an employee’s service and/or data plan when he or she severs employment or is transferred to a position that no longer requires a device and/or service.

The Accounting Office: Is responsible for ensuring that departmental payment or reimbursement requests for expenditures related to the purchase and use of communication devices are made in accordance with the procedures set forth in this policy.

Employees:
Under Option 1:
- The employee should notify his or her supervisor if the business service level increases or decreases dramatically.
- The employee must notify the supervisor immediately if the employee discontinues his or her communications device plan while receiving the stipend.

Under Option 2:
- The employee is responsible for providing documentation supporting his or her reimbursement.

Under Option 3:
- An employee assigned a University communication device is responsible for safeguarding the device and controlling its use.
- The employee should immediately report the theft or loss of the device to his or her department and to the service carrier, if applicable.
- Upon separation from University employment, the employee is required to promptly return the device and accessories (i.e. charging unit, laptop connect card) to the University. The phone number will remain the property of the University.

Under Options 1, 2 and 3:
The employee shall provide his or her contact number to the University. The employee shall promptly notify the University if the number changes.

The employee is required to provide adequate documentation as listed in the Procedures portion of this policy.

The employee is expected to avoid using the communication device under any circumstances where such use might create or appear to create a hazard. Usage of a communications device in a motor vehicle must be in compliance with current University policies, state laws and federal laws.

V. Data Security and Confidentiality

Employees should be aware that all records related to the purchase, use, and disposal of University-owned communication devices, including billing statements, are the property of the University and are potentially subject to disclosure under the California Public Records Act. University owned devices, upon disposal, must be reviewed by Information Technology Service (ITS) to ensure that any confidential data is properly handled before reassignment of the device.

Billing statements that are provided as support for reimbursements for business use through stipends or direct pay can potentially be subject to disclosure under the California Public Records Act.

Approved by the President 10/11/08
PROCEDURES

I. **Option 1: University Provided Stipend**

   A. **Criteria for Stipend:**

      The approving supervisor should use the following criteria in evaluating the business-related reason for providing a stipend for employees whose jobs entail the following responsibilities:

      - **Travel** – Employees who frequently travel or are out of the office and need to be in contact with staff, managers, or other University business associates.
      - **Work Location** – Employees who typically work in the field or at job sites where access to communication devices are not readily available.
      - **Emergency Response** – Employees who need to be contacted and/or respond in the event of an emergency or are required to be available during non-business hours.

   B. **Determining the Amount of the Monthly Service Stipend:**

      Follow these steps to determine the stipend’s dollar range (low, medium, high, or other) and amount:

      - Estimate the number of minutes per month the employee is likely to use for business-related calls. Use any history that may be available for the employee’s position.
      - Determine monthly job-related costs using projected per-minute cost and projected number of minutes necessary for business use. Basic equipment costs may be taken into account. For example, the University reserves the right to specify the capabilities of the wireless connectivity card.
      - There is no requirement to obtain a second phone if the employee already has a personal cell phone.
      - Costs for cosmetic or technical extras or upgrades that have no business purpose should not be included in the estimate.
      - Estimate the costs for the fiscal year (July 1 through June 30) or the remainder of the fiscal year, if the request is mid-year.

      Ongoing monthly stipend levels for electronic communication device service plans are established as follows: Low ($1-$50), Medium ($51-$80) and High ($81-$150).

      Higher amounts can be established for employees that can demonstrate a higher need based upon historical usage. Requests for higher amounts must be supported by plan and cost documentation; such requests require approval by the division’s Vice President.

   C. **Establishing a Stipend:**

      Stipends expire at the end of each fiscal year (i.e. June 30) and must be renewed by July 15th of the upcoming fiscal year in order to ensure continuous stipend disbursement.

      The employee should complete the Employee Agreement for Stipends and Reimbursements of Electronic Devices (Appendix A) in consultation with his or her supervisor. It is the responsibility of the approving supervisor to keep the signed original copy of this form at the department level.

      If the stipend amounts are in excess of the stated levels, the approving supervisor must provide justification and forward the authorization form to his or her division Vice President for signature approval.

      **Vice President signature approval is required for stipends for data/laptop connect service and equipment.**

      The approving supervisor should complete the MiscPay CellPhone1 form (Appendix E), and a copy of the employee agreement and forward them to payroll for processing. A copy of the employee agreement does not need to be forwarded to payroll if that office has a current agreement on file. Forms must be submitted by the 15th of the month to be included in the current month’s payroll.
D. Transitioning from University Owned Phones to the Stipend Plan:

An employee who currently has cell phone services through the University

- may retain his or her current University phone number;
- initially will be provided his or her current University electronic device in lieu of an equipment reimbursement;
- can contract directly with the employee’s existing provider to have the employee’s plan transferred into the his or her name, or contract with a provider of the employee’s choice.
- In the event that the employee contracts with a new provider and his or her existing phone is not compatible with the new service, the university phone should be returned to be reassigned. Upon return of the old equipment the employee may apply for an equipment stipend.

E. Tax Issues:

The employee’s stipend is taxable income and will be reported on the employee’s W-2. Other employee deductions such as retirement are not affected by the stipend, unless provided for under bargaining unit contract.

F. Stipend Payment to the Employee:

Payment will be made per month and issued prior to the end of the following month in a separate payroll check. The stipend does not constitute an increase in base pay and will not be included in any percentage calculations for increase to base, unless provided for under bargaining unit contract.

G. Personal Use:

The cell phone service is personally owned and may therefore be used for both personal and business calls. An employee with a cellular telephone stipend must maintain an active cell phone contract for the life of the stipend.

Using a phone or other communication devices in ways inconsistent with University policy, local laws, state laws or federal laws will result in immediate cancellation of the communications device stipend.

H. 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. The University will not pay for the communication device unless Option 3 is used.

I. Employee Agreement:

Before receiving any stipend payments, an employee must sign an agreement acknowledging the purpose of the stipend and his or her responsibilities (Appendix A: Employee Agreement for Stipends and Reimbursements of Electronic Devices/Services).

J. Deactivation of Stipends:

Complete the MiscPayForm CellPhone1 (Appendix E). The approving supervisor should complete the form, specify deactivation, and forward to payroll for processing. Forms must be submitted by the 15th of the final month of service.

K. Department Responsibilities and Documentation Requirements

The department must maintain a file containing the following documents:

- Original Employee Agreement for Stipends and Reimbursements of Electronic Devices/Services (Appendix A);
- A copy of the MiscPayForm CellPhone1 (Appendix E).
It is the authorizing supervisor’s responsibility to do the following:
- Annually review communication device needs in his or her department to determine if stipends should be changed, continued, discontinued, or if additional stipends are needed;
- Complete stipend renewal authorizations by July 15, and;
- Notify the appropriate departments if the employee no longer requires a stipend due to responsibility changes or termination.

II. **Option 2: University Provided Reimbursement for Business Use**

A. **Establishing Reimbursement for Business Use of Personal Communications Device:**

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 requests.

B. **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.

C. **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.

D. **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.
III. Option 3: University Provided Communication Device and/or Service

A. Criteria for Purchasing

University provided communication devices are 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 VP. The approving supervisor must complete the University Provided Electronic Communication Device and Service Authorization form (Appendix D) and forward the form to the division VP for approval.

When purchasing communication devices and services, assistance from Procurement and Support Services is required to ensure that products selected are cost effective. Communication device contracts should also be selected to reflect the level of expected business-related use (e.g., number of minutes per month).

The approving supervisor should periodically review communication device billing charges.

- A monthly review should be conducted to confirm business and personal usage.
- An annual review should be conducted to adjust service contracts to reflect the average business-related use in order to maximize cost savings and to determine if the level of cellular device reimbursements justifies the assignment of a University device to the employee.
- If the employee’s average business related usage cannot be estimated prior to the assignment of a communication device, the minimal contract will be assigned. It should be reviewed after one quarter’s use to determine if a higher level is justified.
- Once authorized, if there are no changes to the service or equipment, reauthorization is not necessary when submitting the requisition for the blanket purchase order.

B. Incidental Personal Use and Inappropriate Use

University-owned devices should not be used for personal reasons as this may result in full taxation of the value of the wireless device/service and may result in cancellation of the service and return of the device.

If incidental use occurs, the employee must reimburse the University for such usage at the rate of twenty cents per minute.

C. Data/Laptop Connect Card Service:

Employees who are approved by their division’s Vice President for University provided data and/or laptop connect card services have the option to have the service billed directly to the University and the laptop connect card provided by the University.

This option is dependent upon whether the carrier can accommodate direct billing to the University for the data and/or laptop connect card service portion of the employee’s plan.

D. Establishing the Communication Device and Data and/or Laptop Connect Card Service:

The employee should complete the University Provided Electronic Communication Device and Service Authorization form (See Appendix D) in consultation with his or her supervisor. Sign and attach an original and a copy of the Employee Agreement Concerning University Provided Electronic Communication Devices and Service form (see Appendix B) and forward them to the appropriate supervisor for approval.

For the purposes of establishing a new electronic communication device account:

- Submit a Purchase Requisition (Appendix F) for a blanket Purchase Order at the beginning of service inception. This will encumber funds to cover the cost of the electronic communication device service throughout the rest of the current 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 electronic communication device and/or data service include
1. the service user’s name;
2. the cell phone number, if applicable;
3. the service provider’s name/account number; and
4. descriptions of the service plan(s) you are currently selecting along with corresponding monthly service fees.

For the purpose of continuing an existing account:
- Before the beginning of each fiscal year, submit a Purchase Requisition (Appendix F) for a blanket Purchase Order. This will encumber funds to cover the cost of the electronic communication device service throughout the entire fiscal year.
- If the a new device or any accessories are 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 electronic communication device and/or data service include
  1. the service user’s name;
  2. the cell phone number, if applicable;
  3. the service provider’s name/account number; and
  4. descriptions of the service plan(s) you are currently using along with corresponding monthly service fees.

All communications equipment purchases and/or service plan additions or changes must be submitted on a Purchasing Order Alteration form (Appendix G) and forwarded to the Purchasing Department for approval.

Send a copy of the authorization form, a copy of the employee agreement form and the purchase requisition form to the Purchasing Department.

E. Deactivation of University Provided Devices and Services:
Complete the Purchase Order Alteration form (Appendix G). The approving supervisor should complete the form, specify deactivation, and forward to the Purchasing Department for processing. Forms must be submitted by the 15th of the final month of service.

F. Department Responsibilities and Documentation Requirements:
The department must maintain a file containing the:
1. original Employee Agreement Concerning the Use of University Provided Electronic Communication Devices and Service form,
2. original University Provided Electronic Communication Device and Service Authorization form, and
3. a copy of the Purchase Requisition for the purchase of the service and the equipment.

It is the authorizing supervisor’s responsibility
- to annually review communication device needs in his or her department to determine if the University provided service and equipment should be changed, continued or discontinued,
- to complete renewal authorizations by May 15, and
- to notify the appropriate departments should the employee no longer require any service due to responsibility changes or termination.

IV. Reimbursement to the University
Upon reviewing the billing statement for a University provided phone, the employee should:
• highlight the personal calls on the statement,
• calculate the number of minutes,
• multiply the number of minutes by 20 cents per minute,
• make a copy of the statement, attach the reimbursement, and
• forward to Accounts Payable (MS JA 58).

The above-described documentation should include a listing of who the call was with and the purpose of the call. The IRS requires this information.

V. **Forms Required**

Appendix A: Employee Agreement for Stipends and Reimbursements of Electronic Devices/Services
Appendix B: Employee Agreement Concerning the Use of University Provided Electronic Communication Devices and Services
Appendix C: Electronic Communication /Device Reimbursement Authorization
Appendix D: University Provided Electronic Communication Device and Service Authorization
Appendix E: MiscPayForm CellPhone1
Appendix F: Purchase Requisition
Appendix G: Purchase Order Alteration
Appendix A

To: DEPARTMENT HEAD (or Supervisors).

Employee Agreement for Stipends and Reimbursements of Electronic Devices/Services

Option 1: Stipend for University Business Use of Employee Owned Devices/Services

<table>
<thead>
<tr>
<th>Check</th>
<th>Stipend Description</th>
<th>Ongoing Monthly Stipend Amount</th>
<th>Specify Amount ($)</th>
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<tbody>
<tr>
<td>☐</td>
<td>Communication Device Service</td>
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<td>☐ Med ($51-$80)</td>
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<td>Data Service</td>
<td>☐ $1-$40</td>
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<tr>
<td>☐</td>
<td>Laptop Connect Card Service</td>
<td>☐ $1-$70</td>
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<td>☐</td>
<td>Other (Describe):</td>
<td>☐ Other $</td>
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Option 2: Reimbursement for University Business Use of Employee Owned Devices/Services

<table>
<thead>
<tr>
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<th>Reimbursed Amt ($) at cost</th>
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<tbody>
<tr>
<td>☐</td>
<td>Communication Device Equipment</td>
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<tr>
<td>☐</td>
<td>Data Service</td>
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<tr>
<td>☐</td>
<td>Laptop Connect Card Equipment</td>
<td></td>
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<tr>
<td>☐</td>
<td>Laptop Connect Card Service</td>
<td></td>
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<tr>
<td>☐</td>
<td>Other (Describe):</td>
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</table>

I agree that this stipend is provided to me to reimburse me for the official University Business usage of my personal device. My level of service is to be reviewed annually to determine if the stipend is sufficient. This stipend will be included on my W-2 form as taxable income. Fresno State is not responsible for the tax consequences of the stipend or the business use of my personal communication devices. Reimbursement for data and/or laptop connect card services will not be included on my W-2 form as taxable income. However, reimbursement presumes exclusively University usage. Personal usage of University reimbursed data and/or laptop connect service may result in full taxation of the value of the service and may result in cancellation of the service.

This plan does not provide for any reimbursement in addition to the stipend should University usage exceed the stipend level for any particular month within the current stipend plan year. Should the business usage significantly decline for a sustained period, I will notify my supervisor in writing, as soon as practicable. If the University determines that there is no longer a business need for me to receive the stipend, the stipend will cease, and I may retain the device. If I separate from University employment, I will retain the device. The phone number assigned to my device will remain my property.

All records provided to the University to support the reimbursement for the equipment purchased under the equipment reimbursement plan and for services are the property of the University and potentially subject to disclosure under the California Public Records Act. I retain the right to block-out detail from the statements that is personal, should I be required to disclose these documents.

I am responsible for safeguarding the device, including any data on the equipment, and controlling its use. In the interest of safety, I will exercise appropriate care and caution while using this device, and that I will be in compliance with current University policies, state laws and federal laws while using a communications device in a motor vehicle.

I have read the “California State University, Fresno Policy and Procedures on the Use of Electronic Communication Devices” and agree to its provisions.

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Employee ID#</th>
<th>Device Phone #</th>
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<tbody>
<tr>
<td></td>
<td>Employee Name (Printed)</td>
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Appendix B

(Campus Letterhead)

To: Department Head (or Supervisors).

Employee Agreement Concerning the Use of University Provided
Electronic Communication Devices and Service.

Option 3
Plan Service Provided

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<td>Other (Describe):</td>
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<td>Other (Describe):</td>
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Equipment and/or Accessories Provided

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<th>Description</th>
<th>Make</th>
<th>Model</th>
<th>ID Number</th>
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<tbody>
<tr>
<td></td>
<td>Communication Device</td>
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These devices are to be used solely for official University business. University-owned devices should not be used for personal reasons as this may result in full taxation of the value of the wireless device/service and may result in cancellation of the service and return of the device. All records related to the purchase, use, and disposition of this University-owned device, including communication device billing statements, are the property of the University and potentially subject to disclosure under the California Public Records Act.

If the University determines that there is no longer a business need for me to possess such device, I will return the device. Likewise, if I separate from University employment, I will promptly return the devices to my department. I understand that the phone number that is assigned to me will remain the University’s property.

I am responsible for safeguarding the device, including any data on the equipment, and controlling its use. In the interest of safety, I will exercise appropriate care and caution while using this device, and I will be in compliance with current state laws while using a communications device in a motor vehicle. If I receive a call while operating the vehicle I will proceed to a safe location, off-road, before returning the call.

I have read the “California State University, Fresno Policy and Procedures on the Use of Electronic Communication Devices” and agree to its provisions.

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<tr>
<th>Employee Signature</th>
<th>Employee ID#</th>
<th>Device Phone #</th>
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<thead>
<tr>
<th>Employee Name(Printed)</th>
<th>Date</th>
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### Appendix C

#### Electronic Communication /Device Reimbursement Authorization

Please forward to Accounts Payable – JA58

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**Equipment and accessories to be reimbursed at actual cost:** *(Original receipt must accompany reimbursement authorization)*

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<th>Check</th>
<th>Description</th>
<th>Make</th>
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<tbody>
<tr>
<td></td>
<td>Data Service</td>
<td></td>
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<td>☑</td>
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<tr>
<td></td>
<td>Laptop Connect Card</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td>Equipment</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Laptop Connect Card Service</td>
<td></td>
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<td>☑</td>
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<tr>
<td></td>
<td>Other:</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Per minute business usage reimbursement:** *(For reimbursements in excess of $75.00 please attach your billing statement)*

<table>
<thead>
<tr>
<th>Date of call</th>
<th>Business purpose to include person called.</th>
<th>Number of minutes</th>
<th>.20 cents per min.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
<th>Supervising MPP Signature</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

*I certify that all cellular telephone calls listed on this worksheet are true and correct and were made for official CSU purposes. (Copy of cellular telephone statement with all business calls highlighted is attached.)*
## Appendix D

### University Provided Electronic Communication Device and Service Authorization

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Phone Number</th>
<th>Mail Stop #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Chartstring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendor</th>
</tr>
</thead>
</table>

**Service Plan to be activated (For Procurement Use Only):**

<table>
<thead>
<tr>
<th>Check</th>
<th>Description of Service</th>
<th>Monthly Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Communication Device Service</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Data Service</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Laptop Connect Card Service</td>
<td></td>
</tr>
</tbody>
</table>

**Equipment and Accessories to be provided (For Procurement Use Only):**

<table>
<thead>
<tr>
<th>Check</th>
<th>Description</th>
<th>Make</th>
<th>Model</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Communication Device</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Laptop Connect Card</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Justification:**

- **Travel** – Employees who frequently travel or are out of the office and need to be in contact with staff, clients, managers, or other University business associates.

- **Work Location** – Employees who typically work in the field or at job sites where access to communication devices are not readily available.

- **Emergency Response** – Employees who need to be contacted and/or respond in the event of an emergency or are required to be available during non-business hours.

- **Other** – Provide justification below:

  I certify that I understand that University-owned devices should not be used for personal reasons as this may result in full taxation of the value of the wireless device/service and may result in cancellation of the service and return of the device.

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervising MPP Signature</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

*By signing this document I certify that I have reviewed the service request and approve activation of the requested communication device service in accordance with the University Policy and Procedures for the Purchase and Use of Electronic Communication Devices.*

<table>
<thead>
<tr>
<th>Division VP Approval Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Required for University Provided Electronic Communication Device and/or Data and/or Laptop Connect Card Service and Equipment)</td>
</tr>
<tr>
<td>California State University, Fresno</td>
</tr>
<tr>
<td>-----------------------------------</td>
</tr>
<tr>
<td>October 6, 2008</td>
</tr>
<tr>
<td>Policy No. C-20</td>
</tr>
</tbody>
</table>

### Appendix E

<table>
<thead>
<tr>
<th>Name of Unit or Program</th>
<th>Service #</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### Use of Communication Devices

- **Signature:**
- **Effective Mon-Fri:**
- **Inactive:**
- **Details:**
- **Contact:**

**Electronic Communication Devices Service Stipends**

[Attachment Image]
## Appendix F

The Trustees of the California State University  
CALIFORNIA STATE UNIVERSITY, FRESNO

### REQUISITION FOR SUPPLIES OR SERVICES

(See instructions for preparing this form on reverse side)

<table>
<thead>
<tr>
<th>Date</th>
<th>10/9/2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name</td>
<td></td>
</tr>
<tr>
<td>PO To / Deliver To</td>
<td>M/S / Loc</td>
</tr>
<tr>
<td>Check this box if MSDS Forms are required for this order</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept. ID</th>
<th>Program</th>
<th>Class</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>NIGP</th>
<th>Qty</th>
<th>Unit T</th>
<th>Description</th>
<th>Unit Price</th>
<th>Extension</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Suggested Vendor:</th>
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</table>

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipping</td>
<td>0.00</td>
</tr>
</tbody>
</table>

I (we) certify that the supplies and services requested are necessary for the operation of this department or office and that there are sufficient funds in the budget to cover same.

<table>
<thead>
<tr>
<th>School, Department or Office</th>
<th></th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Approved</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Editorial approval, when appropriate</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Total</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Tax</td>
<td>7.3750%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For Purchasing Use Only</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>PO Type: A B C EPO IA L MPO MA PW S</th>
<th>Terms</th>
<th>Freight Terms: Dest. Origin PP&amp;A</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Matching</td>
<td>Freight $</td>
</tr>
</tbody>
</table>

Policy No. C-20

Use of Communication Devices
California State University, Fresno
October 6, 2008
Appendix G

THE TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY
CALIFORNIA STATE UNIVERSITY

ALТЕRATION / MERCHANDISE RETURN

Today's Date: October 9, 2008

P.O./Agreement No.

Date of P.O./Agreement:

Buyer's Name:

Ship To:
CALIFORNIA STATE UNIVERSITY, FRESNO UNIVERSITY WAREHOUSE (559)278-2139
2671 E. BARSTOW M/S 106
FRESNO, CA 93740-8007

Send Invoice To:
CALIFORNIA STATE UNIVERSITY, FRESNO ACCOUNTS PAYABLE (559)279-2760
5150 N. MAPLE AVE M/S 58
FRESNO, CA 93740-8028

Change Required:

☐ Cancel ☐ Cancel Item(s) Below
☐ Adjust Price(s) ☐ Change Item(s) Description
☐ Add Freight Charges ☐ Other As Shown Below
☐ Change Account Code

Merchandise Return:

☐ Return for Correct Item(s) Restocking Charge: ______
☐ Return & Cancel Item(s)
☐ Return & Cancel All Return Authorization Number:
☐ Other

ALТЕRATION NUMBER 1

Except for the changes specified below, terms & conditions remain the same as shown on original purchase order. Use additional pages if necessary.

VENDOR NOTE: This alteration is not valid unless approved by the Procurement Department.

DEPARTMENT INFORMATION

Keep a copy for your records and send four (4) copies to M/S 111, WITH COPY OF P.O./AGREEMENT NO.

Department ___________________________ Contact Person ___________________________ Phone: (209) 278-0000

Authorized Name: ___________________________ And Signature: ___________________________ Requisition #: __________

Acct. Code: _______ N/A _______ Old Total: _______ New Total: _______ $0.00 Change (+/-) _______ $0.00

PS Chartfields: Account _______ Fund _______ Dept ID _______ Program _______ Class _______ Project _______

FOR PROCUREMENT USE ONLY

Approved By: ___________________________ Date: ___________ Audit Desk Approval: ___________________________

Merchandise Return Instructions:

FOR SHIPPING / RECEIVING USE ONLY

Date Merchandise Returned: ___________ How Returned: ___________

Comments: ___________________________