




FINANCE AND BUSINESS

USE AND REIMBURSEMENT OF A UNIVERSITY TELEPHONE

RESPONSIBLE ADMINISTRATOR: VICE PRESIDENT OF FINANCE AND BUSINESS  
RESPONSIBLE OFFICE(S): TELECOMMUNICATIONS  
ORIGINALLY ISSUED: 01/01/2008  
APPROVALS: APPROVED BY:

  
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Gerry Bomotti, Senior Vice President of Finance  
& Business  
3/3/14  
\_\_\_\_\_  
Date

APPROVED BY THE PRESIDENT:  
  
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Donald D. Snyder  
3/4/14  
\_\_\_\_\_  
Date

REVISION DATE: FEBRUARY 2014

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STATEMENT OF PURPOSE

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The purpose of this policy is to provide a set of guidelines governing the use and reimbursement of university phone service and equipment and to promote the responsible use of telephones and wireless communications devices, and to provide guidance for the use of such devices in compliance with state and federal regulations.

NSHE Procedures and Guidelines Manual, Chapter 4, Section 13<sup>1</sup> states that "sound internal control procedures require that each institution be responsible for creating policies that provide adequate review of its wired and wireless telephone charges on a monthly basis. The telephone charges should be filed either at the department level or with accounts payable for at least three years. Charging personal toll calls to institutional funds is strictly prohibited."

If authorized by the employee's supervisor, the university provides telephones and wireless communications devices, and permits the purchase of wireless service to further the university's mission. The university also desires that use of these devices be cost-effective and properly managed. This policy details responsibilities of both employees and

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departments with regard to use of telephones and wireless communications devices.

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**ENTITIES AFFECTED BY THIS POLICY**

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Entities affected include anyone utilizing a university telephone or university cellular or other wireless device.

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**WHO SHOULD READ THIS POLICY**

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- Deans, directors, and department heads
- Any individual that is assigned a university cellular telephone or wireless device and whose university provided phone is authorized to make long distance telephone calls

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**POLICY**

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The University of Nevada, Las Vegas provides telephone and wireless communications services for faculty and staff in support of mission-related activities and to promote the cost-effective appropriate and secure use of those devices. The university recognizes the need for personal telephone use, but expects individuals to reimburse the university promptly for personal long-distance telephone calls on university land line telephones or when the employee exceeds the plan minutes allotted under a cellular phone contract. Supervisors are responsible to ensure that there are adequate reviews of the monthly billing invoices. In addition, the University will conduct automated central audits to verify compliance with this policy.

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**RESPONSIBILITY**

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**Department Head**

Departments shall be responsible for oversight of employee university phone service and equipment. Review of appropriate use and application of prudent fiscal management will be conducted monthly. This monthly review shall include an assessment of each authorized employee's need to use a cell phone for business as well as conducting an annual review and adjust service contracts to reflect the average business-related use and to maximize cost savings.

**Individual**

Individuals shall reimburse the university for personal use of university phone service and equipment and ensure that university telephone equipment is maintained appropriately.

**Telecommunications**

Telecommunications shall provide accurate billing for review by individuals and departments.

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**RELATED DOCUMENTS**

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IRS Bulletin: 2011-38 - [http://www.irs.gov/irb/2011-38\\_IRB/ar07.html](http://www.irs.gov/irb/2011-38_IRB/ar07.html).

NSHE Guidelines Manual Chapter 4, Section, 13 –  
<http://system.nevada.edu/tasks/sites/Nshe/assets/File/BoardOfRegents/Procedures/PGMCH04GENERALGUIDELINESPROCEDURES%281%29.pdf>.

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**CONTACTS**

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Direct any general questions about this university policy to your unit's business service center. If you have questions about specific issues, contact the following offices:

Telecommunications Department – 702-895-3011

Accounts Payable – 702-895-1157

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**DEFINITIONS**

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These definitions apply to these terms as they are used in this policy.

**Business Call** - A call that fosters or supports the ongoing missions of the university.

**Cellular (Mobile) Phone** - A telephone that uses cellular technology to transmit and receive calls.

**Local Call (landline or cellular line)** - A call made to or from a landline cellular telephone for which long distance charges are not applied.

**Long-distance Call (landline and cellular)** - A call for which long distance charges are accrued made either by or to a cellular phone device.

**Office Telephone** - A telephone paid for by the university, on campus and used to foster or support the ongoing missions of UNLV.

**Personal Call** - A telephone call that is placed or received and does not promote the ongoing mission of the university.

**Supervisor** - For faculty in academic departments or schools, the supervisor is the department chair or school director, and these supervisors are expected to review telephone activity bills disclosures for their faculty members directly.

For academic and administrative faculty in a college but not a department or school, the supervisor is the dean, and deans may delegate this authority to an associate dean in the college or school.

For academic or administrative faculty in an area under the provost outside a college, the supervisor is the relevant vice provost (for Academic Resources and Decision Support, this is the Vice Provost for Faculty, Policy and Research).

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For academic or administrative faculty in support divisions, this is the relevant vice president (or the general counsel), and these supervisors may delegate this authority one reporting level down, to an associate vice president or comparably ranked official.

Vice presidents, deans and vice provosts are not subject to supervisory review unless specifically requested by the president.

**Toll Call** - Any call that is charged more than the standard rate, as determined by the carrier.

**University Cellular Phone or Other Wireless Device** - A cellular phone or other wireless device where the university is responsible for payment of the charges associated with the use of the phone and is provided to the Employee at the convenience of the university.

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