CELL PHONE ALLOWANCE POLICY

All Cell Phone Allowance Policies and Procedures must be conducted in accordance with all university policies and state and federal regulation. For more information refer to:

University of Central Florida Policies and Procedures at; http://policies.ucf.edu/
Reference Cellular Telephone Acquisition and Use (4-009.2) under Technology and Communication

If Option 1 of University Policy 4-009.2 is chosen, please to the HR website at; http://hr.ucf.edu/current-employees/pay-practices-information/
Select Cell Phone Allowance Request Form

A good reference for Cell Phone Payroll FAQs (for Policy 4-900.2) can be found at; http://hr.ucf.edu/current-employees/pay-practices-information/
Select Payroll Policy FAQ under Cell Phone

If Option 2 of University Policy 4-009.2 is chosen, please go to F&A website at; http://www.fa.ucf.edu/Forms/Forms.cfm#Forms_PCard
Select University Provided Cell Phone Allowance Form under Procurement Card

Along with UCFs Human Resources and Finance and Accounting Cell Phone policies, the College of Arts & Humanities’ Cell Phone Procedures must also be followed.

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CAH PROCEDURES FOR CELL PHONE ALLOWANCE

ALL cell phone allowance requests and annual renewals must be reviewed by the CAH Dean’s office and the Dean’s signature approval is required. A current copy of the employee’s cell phone bill (please make sure and black out account number) must also be provided. The form(s) and back up must be sent to the CAH Accountant for review after the form has been filled out in the CAH unit.

On the Cell Phone Allowance Request Form there is not a signature line for the chair/director to sign for approval. The chair/director should initial by the signature line for the Dean. If the chair/director is not available, attach e-mail approval with chair/director’s approval.

Every calendar year the form must be renewed. The department/program must ensure the employee is eligible for the renewal and that the renewal process occurs in a timely manner, as the last payment from payroll will be on the last pay date in December. If renewing, the same process will take place as noted above with the form being completed in your area, chair/director initial by the Dean’s signature line, send copy of most current cell phone bill (please make sure and black out account number) and send the paperwork to the CAH Accountant for review.

The preferred method for the Cell Phone Allowance form is for option 1 – Reimbursement through Payroll for Employee-Owned Cell Phones. The Dean will review the other options if requested by the employee on a case by case basis.

If the cell phone carrier provides a UCF employee discount, the employee/area needs to ensure that the amount is discounted when calculating the basic monthly cell phone service.

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