## Fig Meeting

May 19, 2016

# Purchasing Card Outstanding Transfer Schedule

- Prior to Jan 1 2016 8,675.71 (corrections or documents pending) June 1, 2016
- January 2016 balance 23,714.74 June 1, 2016
- Feb. 2016 balance 94,871.73 June 1, 2016

- March 2016 balance 183,773.37 Aug 1, 2016
- April 2016 balance 352,374.26 Sept 1, 2016
- May 2016 balance 195,244.43 Oct 1, 2016

### Cell Phone Stipends

Cell Phone Stipends

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 Department heads and persons in equivalent positions are responsible for the business and financial operations of their unit, including the development and implementation of appropriate operating procedures and internal controls. Oversight of communication devices and services fall within that realm of responsibility. Department heads are responsible for ensuring accountability for and compliance with these policies and procedures:

#### Determine Allowance

- Application for Allowance: In order for an employee to receive an allowance for the use of their communication device or service for university purposes,
- the employee must justify to their department head that there are business requirements that necessitate the frequent use of the device(s) to perform university business, and that such business cannot be accommodated by the use of university-owned communication devices and services.

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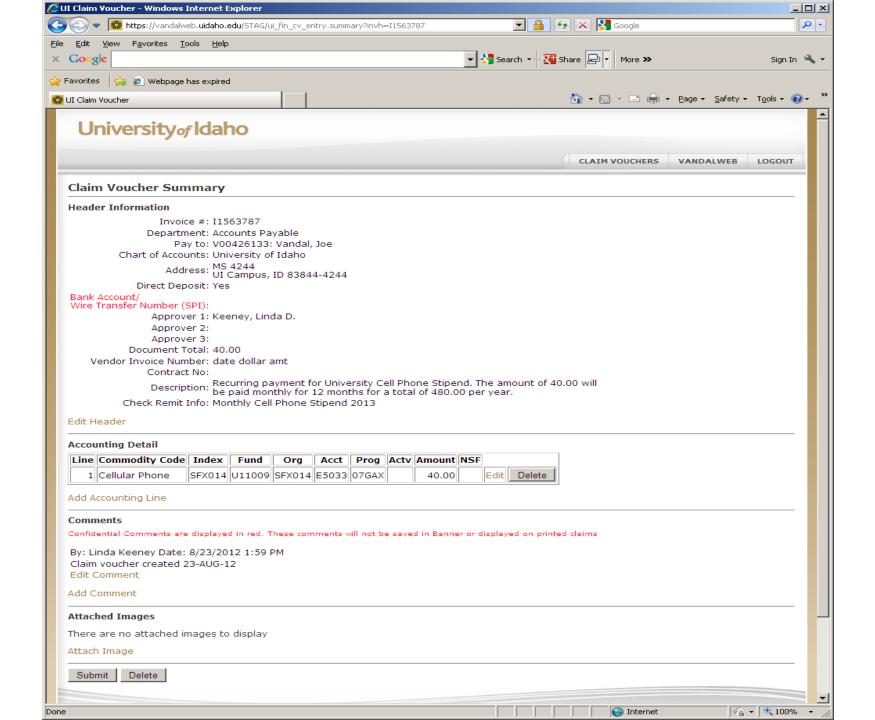
## **Determining The Amount**

- Setting the Amount of the Allowance: Once a year, employees will work with their supervisors to determine the appropriate amount of the allowance,
- Based upon a representative sample of documented university device usage, service costs, or on other quantifiable, auditable criteria, such as usage comparisons with other employees of the same job class or duties.
- The allowance will be calculated on a fiscal year basis. To continue the allowance, the stipend must be renewed at the beginning of each fiscal year.
- This allowance is not an entitlement. The university reserves the right to rescind this allowance at any time. The university can request reimbursement from the individual if the allowance is continued after the service was disconnected

#### Links

 The agreed upon allowance amount will be submitted to Accounts Payable at <a href="http://www.uidaho.edu/controller/accountspay">http://www.uidaho.edu/controller/accountspay</a> under AP Forms.

A completed and signed reimbursement allowance approval form will be kept in the employee's departmental personnel file. The approval form is located at: <a href="http://www.its.uidaho.edu/default.aspx?pid=1">http://www.its.uidaho.edu/default.aspx?pid=1</a> 05166



## Recurring Postings on FOIDOCH

