

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Fiscal Affairs

NUMBER: 03.A.19

AREA: General

SUBJECT: Personal Use of UHS Telecommunications Equipment or Services

1. PURPOSE

This document states the University of Houston System policy regarding the use of System telecommunications equipment or services for personal reasons. Also, this policy delegates responsibility for the administration of Monthly Communication Plan Allowance and Communication Equipment Allowance programs to the component universities.

2. POLICY

- 2.1. All personal charges, including the applicable sales and use taxes, which are incurred by employees using the System's telecommunications equipment, must be reimbursed within 10 days from the billing date.
- 2.2. When an employee's job duties, in the opinion of the department head, require an employee to use a wireless communication device (a cell phone or personal digital assistant (PDA) that allows for two-way communication) or Internet services, the department may elect to monetarily contribute to the employee's purchase and operation of a wireless communication device and/or Internet service by providing communication allowances. These allowances may include periodic allowances for the purchase of communication devices (Communication Equipment Allowance) and monthly allowances for communication and/or Internet services (Monthly Communication Plan Allowance).
- 2.3. Each component university will be responsible for the development, implementation, and administration of guidelines related to this document. These guidelines must be in compliance with Internal Revenue Service regulations.

3. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor for Finance

Review: Every two years on or before June 1

4. APPROVAL

Approved: Jim McShan
Interim Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: April 7, 2008

5. INDEXING TERMS

Computer Phone Line
Fax Line
Long Distance Telephone Charges
Mobile Telephone
Personal Long Distance Telephone Calls
Telephone Line