University of Colorado
Boulder • Colorado Springs • Denver and Health Sciences Center

PSC COMMUNICATOR

Procurement Service Center
OFFICE OF UNIVERSITY CONTROLLER

MARCH 2, 2007

New Cell Phone Procedures

The responsible management of university resources is an important concern as we carry out our workday activities. Now a new PSC Procedural Statement (PPS) addresses this concern for one such resource by framing the rules and requirements under which the University may provide wireless telecommunications to individuals in support of official university business. Developed by a university-wide committee in response to state audit findings, the new PPS is called **Personal Technology and Telecommunications** and it is available on the Procurement Service Center web site today.

To understand the ways in which the new PPS will impact your organizational unit's business processes, let's consider the who, what, when, where, why, and how of it all (although not necessarily in that order)…

What?

The term *wireless telecommunications* refers to cellular telephone goods and services and electronic data transfer goods and services.

Why?

The intent of the PPS is to provide reasonable assurance:

1. that the University can readily inventory wireless telecommunications equipment and identify its recipients;
2. that wireless telecommunications usage and expenditures are based upon consistently-applied, cost-effective, safe practices; *and*,
3. that wireless telecommunications usage and expenditures are in compliance with all applicable rules, regulations, policies, and procedures.
4.

When?

The PPS takes effect on March 1, 2007. You have 90 days to become familiar with its requirements. *Beginning June 1, 2007, payment for wireless telecommunications will not be processed unless all requirements have been met.*

Who?

The new PPS will affect you if you:

- use a university-owned cell phone, satellite phone, wireless PDA/ handheld, or other device that can be used as a cell phone; *or*,
- request regular reimbursement for business use of a personally-owned wireless telecommunications device; *or*,

COMMUNICATOR NEWSLETTER

Published by: University of Colorado
Financial Compliance Services
Campus Box 124 P.O. Box 173364
Denver, Colorado 80217-3364
Contact: Catherine.Marquis@cusys.edu

New Procedures (cont'd.)

- are responsible for authorizing such wireless telecommunications use or reimbursement; *or*,
- are responsible for purchasing or paying for wireless telecommunications within your organizational unit.

How?

How you are affected by the new PPS depends on your role and responsibilities within your organizational unit:

- Organizational units that provide wireless telecommunications to individuals must develop business rules, identifying the situations under which such equipment or service could be provided. (The PPS includes a *Guidelines* form to help you do this.) Fiscal Principals for these organizational units must authorize and monitor wireless telecommunications use and reimbursement of use…or delegate these responsibilities to another employee within the unit.
- Recipients of wireless telecommunications (including those who are regularly reimbursed for business use of a personal device) must complete and submit the online Personal Technology Responsibility form; agree to abide by the University's Fiscal Code of Ethics; and obtain a Personal Technology Authorization number (PTA #).
- Individuals responsible for purchasing or paying for wireless telecommunications (including processing reimbursement requests) must understand when PTA #s are required; when/where they must be referenced; and how to apply the new reimbursement restrictions and rates.
- Custodians of temporarily-assigned wireless telecommunications must follow checkout and monitoring procedures to ensure the equipment is safeguarded, tracked, and returned.

Where?

(as in, Where will you find help and information?) There are many places to turn to, including the PPS, and the Personal Technology Initiatives page, where you will find Step-by-Step Guides to obtaining PTA #s in the Finance System. You'll also find a listing of campus forums. Plan to attend one of these in April for in-depth discussion of this and other major projects.

Questions? Contact the Finance & Procurement Help Desk at 303.315.2846 or email FinProHelp@cu.edu.

How to Get a PTA

Personal Technology Authorization (PTA) #s will be created and approved in the Finance System using the new **Technology Request** and **Tech Req Approval** pages. Security to use those pages is being finalized now, and the actual components will become available in Finance Production after the HRMS upgrade is complete.