

DEPARTMENT OF ADMINISTRATIVE SERVICES
INTERNAL POLICIES AND PROCEDURES

Subject: Cell Phone and Home Internet Service

Date: November 1, 2012

References:

- Finance Accounting Policies and Procedures [FIACCT 05-05.00](#) (October 10, 2012);
- Utah Administrative Code [Rule R895-7](#). Acceptable Use of Information Technology Resources; and
- Utah Code Ann. Title 63G, Chapter 2, [Government Records Access and Management Act](#).

Purpose:

This policy provides department-specific clarification and parameters to the Finance policy governing "Cell Phones and Home Internet Service."

Policy:

1. Each supervisor within the Department of Administrative Services (DAS) shall comply with Finance Accounting Policies and Procedures FIACCT 05-05.00 (October 10, 2012) when the supervisor determines that an employee must have access to a cell phone, a data plan, home internet service or any combination of these for business purposes.
2. As allowed under the FIACCT 05-05.00.D, DAS may permit reimbursement as follows:
 - a. Up to \$15 per pay period for a voice-only plan or data plan;
 - b. Up to \$25 per pay period for a combined voice and data plan;
 - c. Up to \$23 per pay period for home internet service.
3. Each supervisor shall determine the business need for a DAS employee to receive a cell phone, home internet service, or both and shall complete the appropriate agreement form(s) as required by FIACCT 05-05.00.D (employee name, business need, allowance calculation, and contract details shall be tailored to the individual and the agreement shall be signed by the employee, the supervisor, and the department director or designee):
 - a. State-Provided Cell Phone Agreement
 - b. Personal Cell Phone Allowance Agreement
 - c. Personal Home Internet Service Allowance Agreement
 - d. State-Provided Home Internet Service Agreement