

COLORADO STATE UNIVERSITY-PUEBLO
Financial Procedure Instructions
FPI 2-15

1. **Procedure Title:** Personal Use of Telephones
2. **Procedure Purpose and Effect:** To outline procedures for identifying personal use of University land-line telephones, long distance access codes, and other telecommunications equipment and services (not including wireless mobile communications).
3. **Application of Procedure:** All departments.
4. **Exemptions:** No exemptions to this procedure.
5. **Definitions:** None.
6. **Procedure Statement:**
 - A. The University's land-line telephone system is provided for conducting the official business of the University. As the reimbursement process is time-consuming to the University, personal use of university phones and long distance access codes is strongly discouraged; personal toll calls should be made using a personal long distance card or personal cell phone whenever possible. Personal use of long distance access codes and other telecommunication services that results in a cost to the University is permitted only if such use is minimal and incidental to primary business use. Excessive or repeated personal use resulting in a cost to the University will result in the employee being required to reimburse the responsible department for the costs. A department head or the University Controller, in his or her sole discretion, may prohibit all personal use of telephones by employee(s) (except for emergency use) when necessary to curb abuses.
 - B. Employees should make such reimbursements promptly, which means within 30 days after the date of the monthly Telecommunications Detail Report. Any request for reimbursement that is not satisfied by the employee within 90 days shall be referred to the University Controller. Departments shall promptly deposit all reimbursement monies in the departmental expense account where payment was recorded.
 - C. Failure to comply with this Procedure may result in referral of the employee for disciplinary action.
7. **Reference and Cross-References:** None.
8. **Forms and Tools:** None.