

January 13, 2010

To: Supervisors/Department Chairs  
From: Dan Greenlee, Chief Financial Officer  
Walt Milligan, Chief Information Officer  
Re: Follow Up on Cell Phone and Internet Transition

Michigan Technological University is changing its processes for the purchasing, reimbursement, and approvals associated with home Internet and cellular telephone service required by employees to fulfill university business needs. These changes are intended to simplify and standardize our process for providing these services while still providing departments with the needed flexibility to require and provide these services to employees. Implementing the new policy requires transitioning all current services that are not in compliance with the new policy. Instructions for transitioning these services are outlined below.

### **Internet Service**

Internet service will now be reimbursed through a monthly allowance program.

If an employee's Internet service is currently provided through the university, the employee will need to get the contract and bill changed to his/her name by February 1, 2010. The employee will pay the bill personally and complete an Internet allowance request form to receive a monthly allowance beginning in February 2010.

If an employee is currently being reimbursed for Internet service via a check request, check requests can be processed for all bills due in January 2010. An Internet allowance request form must be completed for all bills due in February 2010 and beyond. The employee will pay the bill personally and begin receiving an allowance in their Michigan Tech paycheck in February 2010.

### **Cell Phone Service**

Cell phone service charges will now be reimbursed through a monthly allowance program. Employees may optionally choose to move their cell phone service to a Michigan Tech University contract instead.

If an employee is currently being reimbursed for cell phone service via a check request, check requests can be processed for all bills due in January 2010.

There are two options for employees who are currently paying their cell phone bills and being reimbursed via a check request. If the employee prefers to continue paying his/her cell phone bill personally, a cell phone allowance request form should be completed to receive a monthly allowance in their Michigan Tech paycheck beginning in February 2010.

The second option is to contact Telecommunications (487-2000, [telcom-request@mtu.edu](mailto:telcom-request@mtu.edu)) to have cell service provided through Telecommunications and directly charged to a university index. No cell phone allowance request form is necessary if the phone service is provided through Telecommunications.

Cell phone bills on purchase orders and blanket orders should continue to be sent to Accounts Payable for processing. The transition to a cell phone allowance for those with purchase orders and blanket orders will be completed over the next few months. Departments will be contacted by Telecommunications to move their services to the new corporate accounts (AT&T or Verizon.)

If the employee's Internet or cell phone service has been pre-paid by Michigan Tech, they can put it in their own name now, but will need to wait until the account is due again to begin receiving the allowance.

If you have any questions about these changes, please contact the appropriate area as outlined above.

Internet and Cell phone allowance policies can be found at:

[http://www.admin.mtu.edu/admin/policy/bus\\_fin/2008.htm](http://www.admin.mtu.edu/admin/policy/bus_fin/2008.htm)

[http://www.admin.mtu.edu/admin/policy/bus\\_fin/2009.htm](http://www.admin.mtu.edu/admin/policy/bus_fin/2009.htm)

The allowance request form is available at:

[http://www.admin.mtu.edu/acct/pdf/Cell\\_Internet\\_Form.pdf](http://www.admin.mtu.edu/acct/pdf/Cell_Internet_Form.pdf)