

3354:2-36-02 Acceptable Use of College Credit Cards and Cell Phones

This Policy provides a guide to acceptable use of College credit cards and cellular phones. Consistent with past practices and procedures, these resources are provided for use in the support of administrative and operational activities of the College.

(A) General Requirements

(1) The College shall continue to limit the number of credit cards and cell phones.

(2) The issuance of a College credit card or cell phone must be approved by both the President and Treasurer.

(3) This policy is effective July 1, 2004.

(B) College Credit Cards

(1) College credit cards are strictly for business use. An employee issued a College credit card must maintain documentation satisfactory to the Controller's Office indicating that each expenditure serves a legitimate College purpose. Moreover, the College reserves the right to audit/review all documentation related to any transaction under that credit card. Related procedures are the responsibility of the Treasurer, with approval received from both the College's President and general counsel.

(C) College Cell Phones

(1) In issuing College cell phones, guiding principles for use and approval apply to:

(a) College executives/officers since those individuals are on call and their workload is recognized as consistently exceeding those associated with normal business hours;

(b) Campus Police for safety purposes — primarily installed in police and pool vehicles, these are for alternative/emergency communications, as well as phones dedicated to the Police Chief and Lieutenant;

(c) other individuals where that person is required to constantly be on call.

(2) Given on-call responsibilities, and/or hours committed beyond normal business hours, it is expected that personal cell use is unavoidable. Accordingly, each individual assigned a College cell phone is responsible to reimburse the College twenty-five percent (25%) of the total charges incurred for that particular cell phone. Related procedures are the responsibility of the Treasurer, with approval received from both the College's President and general counsel.

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CERTIFIED ELECTRONICALLY

Certification

03/11/2015

Date

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