



HUMAN AFFAIRS COMMISSION

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Willis C. Ham, Ph.D.
Commissioner

MEMORANDUM

All Staff

FROM: Paul W. Beazley
Acting Commissioner

Cellular Phone Usage

DATE: November 28, 2000

Section 4.2.3.24 of the Comptroller General's Policies and Procedures Manual (STARS Manual) states, "Telephone calls made for official business of the State are reimbursable. Personal telephone calls generally are not reimbursable; ..."

Employees who have been equipped with cellular phones paid for by the agency are reminded that those phones are to be used for agency business only. It is understood that personal calls may occasionally be necessary using the cellular phones. When personal calls are charged to cellular phones, the employee is responsible for reimbursing the agency for the cost of such calls.

This policy is effective immediately. Beginning with the next telephone bill, the charges for cellular phone usage will be sent to the employees having cellular phones and the employees will be required to identify all personal calls and reimburse the agency accordingly.