This Friday, June 15, concludes the implementation period for new wireless telecommunications procedures. As a result, this week’s special edition of CONNECTIONS focuses on the Procurement Service Center Procedural Statement (PPS), Personal Technology and Telecommunications:

1. What this is, and why we implemented it
2. Who is affected
3. What you need to do
4. What you can expect to happen
5. Where you get help when you need it

1. What this is, and why we implemented it

The PPS, Personal Technology and Telecommunications, was developed in response to state audit concerns. Its intent is to ensure that wireless telecommunications usage and expenditures are based upon consistently-applied, cost-effective, safe practices; that such usage and expenses are in compliance with all applicable rules, regulations, policies, and procedures; and that the University can readily inventory such equipment and identify its recipients. “Wireless telecommunications” refers to cellular phone use, including calls and text messages, and wireless data transfer.

2. Who is affected

You are affected by the new PPS if you use a University-owned cell phone, PDA, or other wireless telecommunications device (exception: pagers, walkie-talkies). You are affected by it if you request reimbursement for business use of your cell phone, etc.

So ask yourself:

- Does your organizational unit assign university-provided wireless telecommunications equipment to individuals on a permanent (3 months or more) or temporary (less than 3 months) basis?
- Does your organizational unit reimburse individuals for business use of their personally-owned wireless telecommunications equipment?

If you answered yes to either question, you may need to understand and follow the new procedures.

3. What you need to do

After June 15, 2007, you must comply with the new PPS when you purchase or pay for wireless telecommunications. But in addition to considering your transaction processing date, you also need to consider when transactions will be reviewed or received by the Procurement Service Center (PSC). For example, if you prepare a Payment Voucher requesting cell phone service reimbursement on June 11 but it isn’t received in the PSC until June 18, that Payment Voucher will be reviewed according to new procedures.

The new procedures require that your organizational unit:

- Develop Guidelines for the assignment or ongoing reimbursement of wireless telecommunications (designating eligible recipients first by types or classes of positions within the organizational unit and then by position duties, equipment, and service plans/levels);
- Secure equipment that is temporarily assigned to individuals, develop a log and checkout procedures, and designate a custodian for the equipment;
- Ensure all recipients (including custodians) fulfill training requirements (submitting the Personal Technology Responsibility form and completing the Fiscal Code of Ethics Blackboard course);
- Create Personal Technology Authorization (PTA) #s for all recipients (including custodians);
- Approve the PTA #s;
- If a recipient leaves after a PTA # has been created, inactivate the PTA # and create/approve a new one for the new recipient (if new recipient is not yet known, suspend service on the designated equipment);

- Reference all relevant PTA #s (and associated recipient names and cell phone numbers) on Procurement Card receipts, on Standing Purchase Order (SPO) invoices (or, if approving SPO vouchers online, reference PTA #s in the Voucher Comments field), and in the Accounting Description field of Payment Voucher ongoing reimbursement requests;

- Understand the new rates and restrictions for all wireless service reimbursements (whether one-time reimbursements or ongoing reimbursements)...these are: $0.06/minute for voice services. $0.06/message for text message services; $30/month for data transfer services; or (in all cases) actual costs, whichever is less; and,

- Monitor usage to ensure that equipment is used for official university business, that service plans are appropriate, and that the University is reimbursed if personal use of university equipment results in incremental charges

Note that the new procedures provide for one-time (ad hoc) reimbursement of wireless telecommunications service only in cases of critical business need (which must be documented on the request). For this type of request, a PTA # is not needed.

The reimbursement of wireless telecommunications equipment will no longer be allowed except in rare cases of true "emergency" (following University of Colorado Procurement Rules definition and process) – note that true emergencies are very rare. For this request, a PTA # is required

4. What you can expect to happen

Procrurement Card:

If you use your Procurement Card to purchase and pay for wireless telecommunications, you can expect the PSC Procurement Card Compliance Specialists to consider the new procedures when they review your monthly Statements signed after June 15, 2007. This means that your entire June statement (transactions posted 5/25/07 – 6/24/07) will be considered in light of the new PPS. In addition:

- Vendor invoices must be issued in the name of the University; they cannot be issued in the name of an individual. (For example, "University of Colorado, Jane Doe" is acceptable but “Jane Doe, University of Colorado” is not; this does not require that the legal name of the University be used.)

- On a university bill, you can not redact information...if a personal call appears on a university invoice, it must not be lined out.

- The PTA # and recipient name for each cell phone must be noted on Procurement Card receipts.

- If the invoice covers a number of cell phones, you can attach a spreadsheet that includes the relevant PTA #s, recipient names, and cell phone #s.

- If a custodian's PTA # applies to multiple phone #s, this must be clearly indicated (e.g., “Custodian PTA # 12 covers these 3 phones...”).

If these requirements are not met, the Procurement Card Compliance Specialists will issue a Violation Notification.

SPO Invoices processed by Payable Services:

If you use Standing Purchase Orders (SPOs) to purchase and pay for wireless telecommunications, you can expect the PSC to consider the new procedures for all invoices received in the PSC after June 15...no matter the date on the actual invoice.

When Payables staff receive SPO invoices for wireless telecommunications from the vendor, they will still send you the usual memo and invoice copy...however, you can now expect these SPO vouchers to be placed on CAN (cancel) Hold.

- This means that wireless telecommunications vouchers will not autopay, regardless of dollar amount.

- Instead, you will need to approve them online using SPO Voucher Approval. When you do so, use the Comments link on the voucher approval page to identify relevant PTA #s, names, and cell phone #s.

When Payables staff receive SPO invoices (OK to Pay) from your organizational unit, they will look for PTA # (and name/cell phone #) information on the invoices.

- If an invoice covers a number of cell phones, you can attach a spreadsheet that includes the relevant PTA #s, recipient names, and cell phone #s.

- If a custodian's PTA # applies to multiple phones, this must be clearly indicated (e.g., “Custodian PTA # 12 covers these 3 phones: …”).
If these requirements are not met, Payables staff will place the voucher on CAN (cancel) Hold (see implications, above).

**Reimbursements processed by Payable Services:**

You can expect Payable Services to consider the new procedures for all reimbursement requests received in the PSC after June 15…no matter the date on the actual invoice.

- Ongoing reimbursement requests are submitted on Payment Vouchers. Payables staff will check the Accounting Description field for the PTA #.
- One-time reimbursement requests are submitted on the Payment Voucher or (if the cost was incurred during a business trip) on the Travel Voucher. These do not require PTA #s. Payables staff will instead check for a strong business case justification for the reimbursement.
- All reimbursement requests (ongoing and ad hoc) must include: (1) itemized bill; (2) identification of business calls/use vs. personal calls/use; and, (3) identification of total business minutes/use. Furthermore, note that on a personal bill, you can redact personal information.
- If the reimbursement amount requested exceeds the amount allowed under the PPS (Section F – Reimbursement Restrictions and Rates), you can expect Payable Services to adjust the amount of the reimbursement (they’ll make a note in the online voucher Comments field).
- If these requirements are not met for reimbursement requests, you can expect to hear from Payable Services staff. They will contact the individual who completed the Payment/Travel Voucher form to obtain the missing information (PTA # or critical business need information). According to their usual business process, Payables staff will return the document to you if the requested information is not provided within two (2) days.

5. Where you get help when you need it

In addition to this special edition of CONNECTIONS, you have many options when it comes to finding help in learning the new procedures. For starters, see the Personal Technology Initiative web site, https://www.cu.edu/controller/personaltech.html. It provides explanations and links to all the instructions, forms, and information described above…and more. You can also turn to our Step-by-Step Guides (available now) and to the Frequently Asked Questions (FAQs) that will be published on the Initiative page later this week. And you can always contact the friendly Finance & Procurement Help Desk at 303.315.2846, FinProHelp@cu.edu.