

PROCEDURE NUMBER: FINA 2.30 Procedure

SECTION: Administration and Finance

SUBJECT: Wireless Communication Stipends

DATE: April 1, 2025

REVISION:

Procedure for: All Campuses

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Issued by: Administration and Finance – Controller’s Office

Procedure

The University Administration and Finance Division, Controller’s Office, will ensure compliance with University Policy FINA 2.30. This procedure is applicable to campuses, units, and departments with employees authorized to receive wireless communication stipends. The purpose of this procedure is to supplement the associated policy by providing additional guidance.

A. Required Approval

Departments must obtain approval from the University Controller, through the submission written request, prior to providing an employee with a wireless communication stipend. The written request must detail appropriate justification, including the rationale for the request and a reasonable stipend amount, and be signed by the employee, supervisor, and department head.

Issuances of University cell phones, *which should occur in rare instances only*, also require written justification and approval from both the University Controller and department head.

B. Payment

Once approved, wireless communication stipends must be paid through the single payment AP Upload process. Each payment requires completion of the [Single Payment Template](#), [AP Upload Approval Form](#), and [Stipend Form](#) (signed by the employee and Dean/Director and detailing the appropriate business justification). Account code 52037 (Cellular/Wireless Monthly Charge) should be used. For additional information on employee reimbursements, refer to the [Employee Reimbursement \(Non-Travel\) Matrix](#).