SJSU Research Foundation

DATE: May 13, 2015

TO: Deans, Department Chairs, Principal Investigators, Project Directors, Account Managers, and Research Foundation Employees

FROM: Kam Lam, Interim Director of Finance and Accounting

SUBJECT: Wireless Communication Device Policy

An Auxiliary Special Audit conducted by the Office of the Chancellor in 2014 found instances of campus employees receiving reimbursements for their personal cell phone bills without an adequate explanation of business purpose, sufficient approvals, or documentation.

The purpose of this memo is to convey that the Research Foundation has developed a Wireless Communication Device Policy that sets guidelines for purchasing a wireless communication device such as a cell phone for business use and the associated services as well as reimbursement for business use of a personal cell phone or other wireless communication device.

To view the Wireless Communication Device Policy and the Justification for Percentage of Business Use form visit the Forms page on the Research Foundation website. In order to comply with CSU requirements, departments and project staff should begin adhering to the new Wireless Communication Device Policy and use the new form when applicable no later than June 1, 2015.

Should you require additional assistance or would like to schedule a training on these requirements, please contact cherie.herbert@sjsu.edu or your Sponsored Programs Analyst.

Please distribute to your staff as appropriate. Thank you for your cooperation.