

 Missouri Department of Natural Resources Administrative Policies and Procedures		
Chapter 7 Financial Management/Purchasing Purchasing Policy		
Wireless Telephone Equipment and Services Usage Procedures	Effective date	Revised
Number: 7.06-02 for DNR and SP-3 for OA Statewide Policy	January 2002	

This is a statewide policy issued by the Office of Administration.

I. GENERAL STATEMENT

State of Missouri Purchased Wireless Telephones and Services

Each agency shall purchase wireless telephone equipment and service from the mandatory statewide contract and shall implement agency procedures for wireless telephone equipment and service usage and accountability within the guidelines included in this policy. Wireless telephone service is intended for emergency or work-related communications. All personal calls should be infrequent and kept to a minimum in length.

Personally Owned Wireless Telephones and Services

Expenses claimed for business use of personal wireless telephone service shall be subject to approval and allowed only when necessary to conduct work-related business.

II. GUIDELINES AND PROCEDURES

A. Monitoring of Wireless Services:

1. The agency shall approve all purchases of wireless telephone equipment and service based upon programmatic needs and adequate funding for all costs incurred.
2. Agency wireless telephone equipment and service shall be procured through the mandatory state contract wherever equipment and service is available and through the terms and conditions of that contract. If a particular area, service, or equipment is not available through the mandatory state contract, the agency must obtain a waiver approved by Office of Administration, Division of Purchasing and Materials Management.
3. Each agency shall designate a person(s) responsible for procuring and coordinating all wireless telephone equipment and service. Responsibilities include:
 - a. Procurement of wireless telephone equipment and service through the

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mandatory state contract, or through local procurement authority only upon receipt of an acceptable waiver from Office of Administration, Division of Purchasing and Materials Management.

b. Review and process Purchase Orders.

c. Maintain up-to-date records of all wireless telephone equipment and services, such as, invoices, equipment tracking, and personal reimbursements.

d. Audit invoices for appropriate rate plan selection and personal reimbursements.

4. Agencies shall develop internal controls to ensure reimbursement for, and to restrict personal use of wireless telephones and services. These systems shall include, at a minimum:

a. Timely review of all calls incurred by wireless telephone users and prompt payment of vendor invoices.

b. Reimbursements must be reviewed and approved by supervisor or management in a timely manner.

c. An agency policy defining excessive use of wireless telephone equipment and service, and an agency procedure to ensure corrective action is taken regarding excessive and/or repeated excessive use of wireless telephone service.

B. Auditing of Wireless Services:

1. All wireless telephone service shall include on the monthly invoice for each wireless telephone number, "call detail" which records the telephone number, minutes used per call, and any other charges associated for all calls.

2. Agencies should review all expenditures on a quarterly basis to ensure the correct rate plan and equipment has been obtained based on usage of the wireless telephone service for business use. Where demonstrated that the plan

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in which the employee is enrolled is not cost-effective, the rate plans shall be changed accordingly.

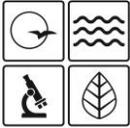
C. Reimbursement for Personal Use of State of Missouri Purchased Wireless Service:

1. The employee shall identify all personal calls on the wireless telephone service invoice for State of Missouri purchased wireless services, that incur an additional cost above the purchased rate plan. The cost of these personal wireless calls will be reimbursed at the per minute charges listed on the invoice. The employee shall also reimburse any other fees incurred for nonbusiness calls, such as roaming and toll charges, at the cost on the invoice.
2. Any wireless service invoice that includes personal calls shall be submitted with a check (do not send cash) for the total amount computed.

D. Reimbursement of State Business Use on Personally Owned Wireless Telephones and Services:

The State of Missouri discourages the use of personal wireless telephone service for business use on a daily basis. Reimbursement for wireless telephone calls made for state business shall be made to employees on the Monthly Expense Report Claim form provided appropriate documentation and "call detail" is provided. All reimbursements are subject to supervisor or management approval.

1. Reimbursement to employees for wireless telephone calls for business shall be allowed for the following:
 - a. Home area airtime rate at the per minute rate for that call identified on the "call detail" of the invoice. Employees will not be reimbursed for business calls included in the free minutes of the rate plan unless the call causes user to exceed the "free" minutes of the rate plan.
 - b. Itemized long distance at the rate indicated on the "call detail" invoice.
 - c. Roaming air time charges at the per minute or monthly rate identified on the "call detail" of the invoice.



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2. Reimbursement shall not be allowed for:

- a. Recurring monthly charges.
- b. Federal excise tax and State of Missouri sales tax.
- c. Any other charges not detailed on invoice.