September 24, 2003

FISCAL MEMORANDUM 04-02

TO: Administration
Information and Technology Exchange Center
Divisions/Centers

SUBJECT: TTI Cell Phones

This memorandum highlights TTI’s policy concerning the assignment and use of TTI owned cell phones.

Cell phones owned by state agencies and used by individuals create a number of concerns for TTI. In recent state audits, state agencies have been criticized concerning the use of personally assigned cell phones within their respective agencies. The auditors have cited lack of control, use of state property for personal purposes, etc. As a result, member institutions and agencies of TAMUS have been looking at various ways to reduce the number of state-owned cell phones.

Within TTI, there is also the concern regarding the use of cell phones while driving. Due to this safety concern, TTI implemented Cell Phone Usage Rule (34.08.I1) that prohibits a TTI employee from using a cell phone while driving any state-owned vehicle. Such use is also discouraged for personal vehicles.

Given the above information, TTI owned cell phones should only be assigned and used as follows:

1. Shared Use: Where a cell phone is assigned to an office and shared by multiple TTI employees for specific project-related purposes, such as field data collection, one individual in that office will be responsible for the phone. This includes tracking of phone calls so that charges may be properly distributed among projects.

2. Individual Use: TTI owned cell phones are not to be assigned to individuals, except in the following areas where immediate access and communications is an essential part of an employee’s job duties.
   a. Public Affairs
   b. Conference Services
   c. Facilities and Support Services
Because of their convenience, we realize people do use cell phones to increase their productivity and efficiency. We also realize that not providing phones may require some additional personal expense for these employees to use their personal cell phones for TTI business. If you are significantly inconvenienced by incurring this cost, please contact your Associate Director and we will try to find ways to mitigate the problem.

Keep in mind that TTI long distance credit cards may be requested through Facilities and Support Services.

We appreciate your cooperation in adhering to this new policy. If you have a TTI owned cell phone (exceptions as noted above), please terminate your agreement by the end of December, 2003. If there is a penalty associated with early termination, we will provide an account number that may be used to pay that fee.

Please let me know if you have questions or need additional information.

Don Bugh
Executive Associate Director