

## **Policy Implementation Guidelines**

### Current Payment arrangements

Effective on January 1, 2009 Boston College will no longer allow payments for services of cell phones or PDAs directly to a service provider for its employees. All payments on behalf of Boston College employees to any service provider (i.e. Verizon, AT&T, etc.) will cease.

Individuals with a Boston College business purpose approved by their cognizant Vice President will receive a monthly payment included in their payroll distribution.

### Payroll Funding

For those employees who receive approval from their VP funding must be provided. Budget Funds must be transferred to account 54020 in order to provide the monthly payroll allowance. The budget transfer must be submitted by a salary administrator from an account that has no restrictions.

### Payroll Payment

In order to receive a monthly payment amount, the attached form Annual Cell Phone/PDA Allowance Request Form must be completed and returned to HRSC by May 15, 2009 for FY '10.

### Notification of Current Providers

All Boston College or department accounts and payment arrangement responsibilities must be changed to the individual person using these services. Boston College will no longer allow payment for these services using the P-card or AP vouchers. This will require the department to notify the service provider to change the payment method.

### Questions

- Policy questions regarding qualifying business purpose of individuals should be directed to the appropriate Vice President or divisional representative.