



Standard Administrative Procedure (SAP)

33.04.02.L0.01 Monitoring of Telecommunication Services

First Approved: March 1, 2015
Revised: March 21, 2019
Next Scheduled Review: March 21, 2024

Procedure Statement and Reason for Procedure

The purpose of this SAP is to establish the process by which Texas A&M International University (TAMIU) will comply with Texas A&M University System (System) [Regulation 33.04.02, Use of Telecommunication Services](#).

Procedures and Responsibilities

1. GENERAL

[System Regulation 33.04.02, Use of Telecommunication Services](#), Section 2, requires all member universities “to monitor telecommunication services usage by each employee.” Specifically, budgetary unit heads are responsible for documenting and ensuring reimbursement for any incidental non-TAMIU business use of telecommunication services which results in a direct cost to TAMIU.

2. PROCEDURES

2.1 Every month, the Business Office distributes invoices for all phone charges for each department. The invoice includes the following certification language:

- *My signature below certifies that all calls listed above were for university business purposes.*
- *My signature below certifies that except as noted, all calls listed above were for university business purposes. (Circle personal calls and submit payment to the Bursar’s Office).*

- 2.2 The budgetary unit head (or his/her designee) is responsible for reviewing all calls on the invoice and determining which, if any, were for non-TAMIU business calls (i.e., personal calls). These calls are to be identified by circling the appropriate charges. The budgetary unit head will select the appropriate option and sign and date the invoice. The signatory must be the budgetary unit head, not a designee.
- 2.3 When an invoice contains non-TAMIU business calls (i.e., personal calls), the budgetary unit head (or his/her designee) will make a copy of the invoice for each employee who had personal calls. The employee responsible for non-TAMIU business call charges is responsible for taking the invoice copy to the Bursar's Office with his/her calls clearly identified and making payment, irrespective of the dollar amount, and submitting a receipt to the budgetary unit head (or his/her designee) to attach to the invoice. The budgetary unit head's signature certifies that any required reimbursements have been made.
- 2.4 The invoice and all receipts for any non-TAMIU business call charges are to be maintained in accordance with the System records retention schedule.

Related Statutes, Policies, Regulations, or Rules

[System Regulation 33.04.02, Use of Telecommunication Services](#)

Contact Office

Business Office (Office of the Comptroller), 956-326-2378