



Purpose

The Cell Phone job aid is intended to clarify the use and allowability of the purchasing card (Pcard) for the purpose of buying cell phone equipment and cellular services. This job aid is **not** guidance on how you obtain authorization or approval to have a cell phone. Speak to your Designated Cellular Representative (DCR).

For questions about the role, responsibilities, or procedures of "Unit Purchasers", please [Open a Case](#), and select Designated Non-Capital Assets (DNCA) for 'What is this case about?'.

Object Codes for Cell Phones and cellular service plan is 3285

DNCA	Object Code
Laptops/desktops	4360
Cell Phone	3285
Tablets	3956
Servers	4362

Cell Phones

Pcard are the most cost effective method for purchasing phones and cellular services. Therefore, the Pcard is allowable for these types of DNCA purchases. The Pcard holder and Pcard reviewer are the unit purchasers by DNCA definition.

Cell phones and cellular service plans **MUST** be under an official University of Maryland account. This is achieved by working with your DCR.

Cell phone and/or service purchase in an individual's name cannot be paid using the Pcard. This is considered a personal purchase, which is a violation of state and university policies.

Purchasing Steps:

1. Requestor should work with Department Representatives and Department Cellular Representative (DCR) to secure approval for phone and cellular service.
2. The DCR is the only authorized person to work with cellular vendors.
3. Object code 3285 should be used for cell phone **and** cellular service



4. Pcard purchases default to object code 3952, Other Supplies and Materials.
5. The department must reallocate the P-Card charges to object code 3285, Cell Phone.

Receiving Steps:

6. Whoever receives the phone (DCR, Asset Receiver, or Responsible Person), must provide the packing slip to the Pcard holder for documentation.
7. Whoever receives the phone (DCR, Asset Receiver, or Responsible Person), must work with the Asset Specialist for tagging and inventory.
8. Asset tags (yellow) should be affixed to the phone, not the case.

Retirement:

9. Cell phone may be traded-in to the cellular provider. The phone should be reset to factory settings (as required by providers).
10. Alternatively, cell phones may be surplus through Terrapin Trader.
11. Documentation of trade-in or surplus should be maintained by the Asset Specialist.

Exceptions

For requests for exception to this policy, please [Open a Case](#), and select Designated Non-Capital Assets (DNCA) for 'What is this case about?'.

Violation of Policy/Procedures

Any violations of any UMD policy are subject to disciplinary actions up to and including termination. The university may seek restitution. Criminal charges will be enforced as applicable.

Questions

For questions, please [Open a Case](#), and select Designated Non-Capital Assets (DNCA) for 'What is this case about?'.