

**University of North Florida
Division of Sponsored Research and Training**

CELLULAR TELEPHONE REIMBURSEMENT VERIFICATION

The use, purchase, and lease of cellular telephones shall be in accordance with University Policy and the State of Florida Comptroller's Memorandum No. 16, 1991-1992, which states, "Each agency head should discourage the personal use of State owned or leased cellular telephones." In the event that personal calls are made or received, payment should be received prior to the payment of the service provider.

Please review the attached invoice and identify any calls that are of a personal nature. Attach a check made payable to the University of North Florida for any personal calls and return it with the approved invoice for payment processing.

I certify that I have I have not used my cellular telephone for personal use.

Signature

Date

Print Name _____