

University of Wisconsin-River Falls

Cell Phone Monthly Invoice Review Certification

University policy requires the monthly review of the cell phone calls by any employee who has a University-provided cell phone and his/her supervisor. This form must be completed monthly after the bill has been reviewed. Any personal calls identified as a result of the review should be reimbursed to the University in accordance with the cell phone policy.

Attach the reviewed invoice and retain in the department for three fiscal years.

Employee's Name _____

Billing Month and Number _____

Date of Review _____

I verify that all calls on the above referenced bill have been reviewed, any personal calls have been identified, annotated, and their cost reimbursed to the University.

Signed _____
Employee Signature Date

Signed _____
Supervisor Signature Date