

**WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

**ADMINISTRATIVE REGULATION**

**REIMBURSEMENT OF PERSONAL USE OF CELLULAR PHONES**

The following procedures are to be followed by all staff assigned a cellular phone with respect to reimbursing BOCES for personal charges.

1. On a monthly basis, the Business Office will send a copy of the cellular phone bill to the employee assigned a particular cellular phone.
2. The individual assigned a cellular phone must review the phone bill highlighting any personal calls, and totaling the cost of such calls.
3. Within 30 days of receipt of the bill, the individual assigned the cellular phone must reimburse the BOCES for the cost of the personal calls with a check made payable to the WSWHE BOCES. The check and highlighted bill must be forwarded to the BOCES Treasurer.
4. If no personal calls are made, the individual assigned the cellular phone must so indicate by writing, "no personal calls," signing and dating the copy of the cellular phone bill and returning it to the BOCES Treasurer within 30 days of receipt of the bill.