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## Cell Phone Stipends

Department heads and persons in equivalent positions are responsible for the business and financial operations of their unit, including the development and implementation of appropriate operating procedures and internal controls. Oversight of communication devices and services fall within that realm of responsibility. Department heads are responsible for ensuring accountability for and compliance with these policies and procedures:

**Application for Allowance:** In order for an employee to receive an allowance for the use of their communication device or service for university purposes, the employee must justify to their department head that there are business requirements that necessitate the frequent use of the device(s) to perform university business, and that such business cannot be accommodated by the use of university-owned communication devices and services. A completed and signed reimbursement allowance approval form will be kept in the employee's departmental personnel file. The approval form is located at: <http://www.its.uidaho.edu/default.aspx?pid=105166>

**Setting the Amount of the Allowance:** Once a year, employees will work with their supervisors to determine the appropriate amount of the allowance, based upon a representative sample of documented university device usage, service costs, or on other quantifiable, auditable criteria, such as usage comparisons with other employees of the same job class or duties. The agreed upon allowance amount will be submitted to Accounts Payable at <http://www.uidaho.edu/controller/accountspay> under AP Forms. Documentation supporting the amount of the allowance shall be included in the employee's departmental personnel file. The allowance will be calculated on a fiscal year basis. To continue the allowance, the stipend must be renewed at the beginning of each fiscal year. The employee and supervisor must reevaluate the amount of the allowance and make adjustments as needed. This allowance is not an entitlement. The university reserves the right to rescind this allowance at any time. The university can request reimbursement from the individual if the allowance is continued after the service was disconnected

The Cell Phone Stipends are established as Recurring payments which occur at regular intervals. To accomplish that, Claim Vouchers are generated to establish the payments schedule that will automatically be paid based on a pre- established schedule.

To enter the cell phone allowance, please [login to Vandal Web](#) and go to “Administrative Tasks: Claim Voucher Entry” on the Employee tab. Select “Create new Claim Voucher.” The amount entered for the claim voucher should be the amount being reimbursed each bi-week or month.

The screenshot shows a web browser window titled "UT Claim Voucher - Windows Internet Explorer". The address bar shows the URL: [https://vandalweb.uidaho.edu/STAG/ui\\_fin\\_cv\\_entry\\_summary?invh=11563787](https://vandalweb.uidaho.edu/STAG/ui_fin_cv_entry_summary?invh=11563787). The browser interface includes a search bar, navigation buttons, and a "Sign In" link.

The main content area displays the "University of Idaho" logo and navigation tabs for "CLAIM VOUCHERS", "VANDALWEB", and "LOGOUT". Below this is the "Claim Voucher Summary" section.

**Header Information**

- Invoice #: 11563787
- Department: Accounts Payable
- Pay to: V00426133: Vandal, Joe
- Chart of Accounts: University of Idaho
- Address: MS 4244  
UI Campus, ID 83844-4244
- Direct Deposit: Yes
- Bank Account/  
Wire Transfer Number (SPI):
- Approver 1: Keeney, Linda D.
- Approver 2:
- Approver 3:
- Document Total: 40.00
- Vendor Invoice Number: date dollar amt
- Contract No:
- Description: Recurring payment for University Cell Phone Stipend. The amount of 40.00 will be paid monthly for 12 months for a total of 480.00 per year.
- Check Remit Info: Monthly Cell Phone Stipend 2013

[Edit Header](#)

**Accounting Detail**

Line	Commodity Code	Index	Fund	Org	Acct	Prog	Actv	Amount	NSF
1	Cellular Phone	SFX014	U11009	SFX014	E5033	07GAX		40.00	

[Add Accounting Line](#)

**Comments**

Confidential Comments are displayed in red. These comments will not be saved in Banner or displayed on printed claims.

By: Linda Keeney Date: 8/23/2012 1:59 PM  
Claim voucher created 23-AUG-12  
[Edit Comment](#)

[Add Comment](#)

**Attached Images**

There are no attached images to display

[Attach Image](#)

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Scan the completed and signed **Reimbursement Allowance Approval Form** and attach it to the claim voucher form using the attach image button of the claim voucher. This will provide the necessary documentation for the claim voucher.

**Mobile Communication Device Allowance Request**

**Employee Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**1.) Please establish a business necessity:** Employees whose job duties require the frequent use of mobile communication devices or communications services for university business will be given a taxable allowance to compensate for the business use of a personally-owned mobile communications device and/or service.

- |   |   |
|---|---|
| <input type="checkbox"/> Frequent and timely communications with external patrons, students, recruits, and affiliations | <input type="checkbox"/> Time sensitive business operations |
| <input type="checkbox"/> Safety operations  | <input type="checkbox"/> Business continuity                |
| <input type="checkbox"/> Remote or field locations  | <input type="checkbox"/> Certain on-call instances          |
| <input type="checkbox"/> Required by granting agency  |   |
| <input type="checkbox"/> Other:   |   |

Explanation:

**2.) Please establish appropriate duration and amount:** Once a year, employees will work with their supervisors to determine the appropriate amount of the allowance, based upon a representative sample of documented university device usage, service costs, or on other quantifiable, auditable criteria, such as usage comparisons with other employees of the same position or duties. Please attach documentation.

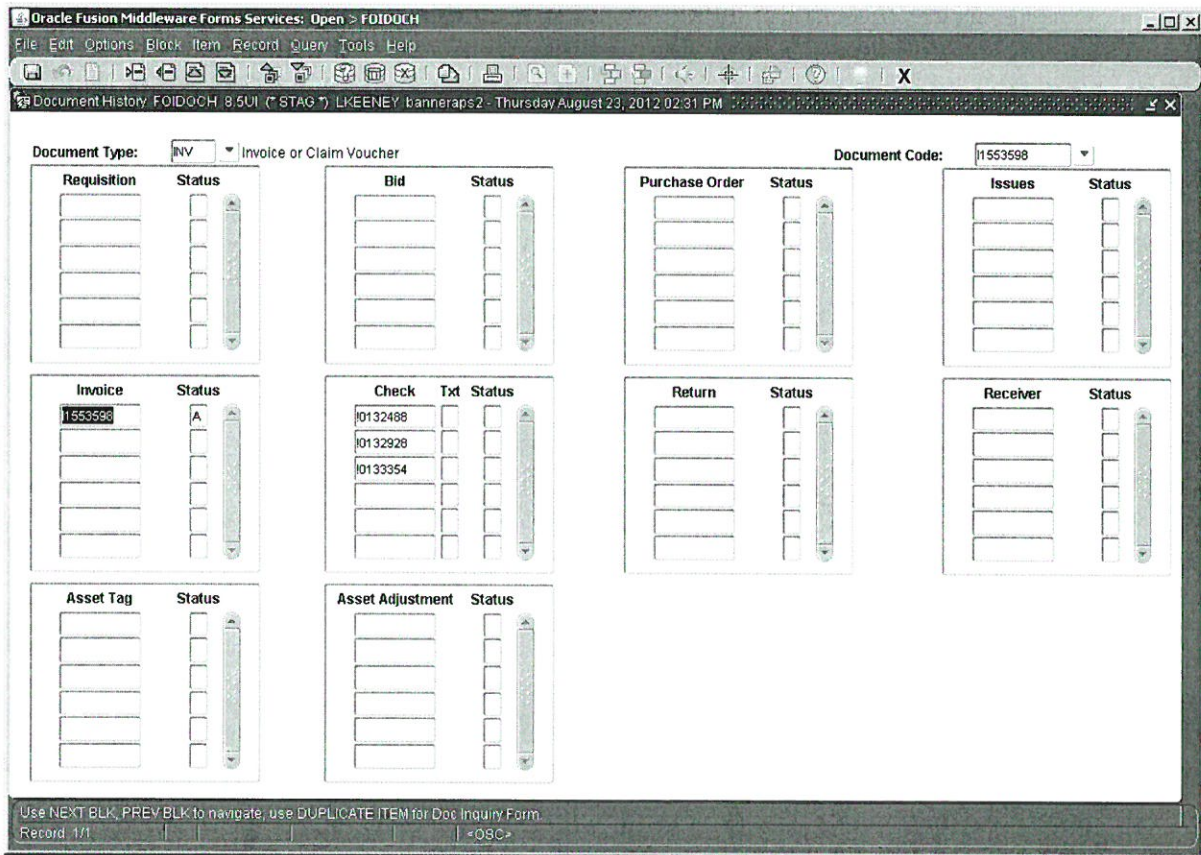
**Amount:** \$ \_\_\_\_\_ per month    **Duration:** Begin date: \_\_\_\_\_ End date: \_\_\_\_\_

**Employee:** (sign/date) \_\_\_\_\_

**Dean or Director's approval:** (sign/date) \_\_\_\_\_

To review the payments after the Recurring Payment has been established. The Banner form FOID0CH displays only (1) one invoice number but will list the multiple checks that have been issued based on the recurring payment.

The example below has 4 payments requested, 3 have already been generated and the last one is waiting to be issued.



We are asking that individuals who are receiving the stipends to setup direct deposit for Accounts Payable Payments.

<http://www.uidaho.edu/controller/accountspay> "selecting AP and Travel Direct Deposit". It will forward them to where they would setup their direct deposits.

If there are any questions concerning the Cell Phone Stipend procedures, please email me at [lkeeney@uidaho.edu](mailto:lkeeney@uidaho.edu) with your questions or you may want to check our FAQ's on the Accounts Payable Web Site.

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## Office of Federal Contract Compliance Programs (OFCCP)

### OFCCP Debarred Companies

To find a list of current companies (Entity) or individuals that have been declared ineligible to receive Federal contracts due to a violation of Executive Order 11246, as amended; Section 503 of the Rehabilitation Act of 1973, as amended 29 U.S.C. Section 793; and/or the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. Section 4212, follow the instructions below to access the System for Award Management (SAM). SAM contains the electronic roster of debarred companies excluded from Federal procurement and non-procurement programs throughout the U.S. Government (unless otherwise noted) and from receiving Federal contracts or certain subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits. The SAM system combines data from the Central Contractor Registration, Federal Register, Online Representations and Certification Applications, and the Excluded Parties List System.

#### Instructions:

Click the [www.sam.gov](http://www.sam.gov) link. You will leave the U.S. Department of Labor's website and enter the SAM website.

#### 1. How to search for an entity or individual in SAM

##### Click "SEARCH RECORDS" tab

In the search bars type in the Entity name or using an exclusion search term, Duns & Bradstreet number (DUNS) and/or the Entity Commercial and Government Entity (CAGE) code. You can only use one search bar at a time to search for records. Individuals are not assigned a DUNS number or CAGE code. When checking for a debarred individual, conduct the search by typing the name in the top bar.

Click "SEARCH" to retrieve a list of results. Entities with "Exclusion" listed in purple are currently debarred, while those labeled "Entity" in green do not have exclusions. In the right upper corner of the webpage, click one of the three buttons (PDF, Export CSV, or Print) to export or print the search results.

Click "VIEW DETAILS" to view SAM's information about the entities. 1. Entity Overview, 2. Entity Records, 3. Core Data on the Entity, 4. Assertions, 5. Representations and Certifications, 6. Point of Contact Person and 7. Whether the entity exclusions are active or inactive.



USER NAME:  PASSWORD:  LOG IN  
[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

- HOME
- SEARCH RECORDS
- DATA ACCESS
- GENERAL INFO
- HELP

### Search Records

#### Search Tips to Get Started:

- Looking for entity registration records or entity exclusion records in SAM? Use **Quick Search** if you know an entity's Business Name, DUNS Number or CAGE Code. Use **Advanced Search** to structure your search using multiple categories and criteria.
- Are you a Federal government employee? Create a SAM user account with your government e-mail address and log into SAM before searching to see FOUO information and registrants who chose to opt out of the public search.
- Conducting small business-focused research? In addition to what is contained in SAM, small businesses can provide the Small Business Administration (SBA) supplemental information about themselves. Use the [SBA's Dynamic Small Business Search](#) to conduct further market research.
- Trying to find a contractor participating in the Disaster Response Registry? Use the **Disaster Response Registry Search** to locate contractors willing to provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief services in the event of a national disaster.

#### QUICK SEARCH:

Enter your specific search term  
(Example of search term includes the entity's name, etc.)

DUNS Number Search:  Enter DUNS number ONLY

CAGE Code Search:  Enter CAGE code ONLY

#### ADVANCED SEARCH:

Use specific criteria in multiple categories to structure your search.

- 
- 
- 

SAM | System for Award Management 1.0

IBM v1.P.46.20160226-1435  
WWW6



**Note to all Users:** This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



USER NAME  PASSWORD  **LOG IN**  
[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

- HOME
- SEARCH RECORDS
- DATA ACCESS
- GENERAL INFO
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### Entity Dashboard

- Entity Overview
- Entity Record
  - Core Data
  - Assertions
  - Reps & Certs
  - POCs
- Reports
  - Service Contract Report
  - BioPreferred Report
- Exclusions
  - Active Exclusions
  - Inactive Exclusions
  - Excluded Family Members

[RETURN TO SEARCH](#)

**Regents of the University of Idaho**  
 DUNS: 075746271 CAGE Code: 4B807  
 Status: Active  
 Expiration Date: 08/06/2016  
 Purpose of Registration: All Awards  
 875 Perimeter Drive MS 3020  
 Moscow, ID, 83844-0803,  
 UNITED STATES

#### Entity Overview

##### Entity Information

**Name:** Regents of the University of Idaho  
**Doing Business As:** University of Idaho  
**Business Type:** US State Government  
**POC Name:** Deborah Shaver  
**Registration Status:** Active  
**Activation Date:** 08/07/2015  
**Expiration Date:** 08/06/2016

##### Exclusions

Active Exclusion Records? No

