

Great Rivers Behavioral Health Administrative Services Organization

Policy Title:	Use of Cellular Phones	Policy No. 1006.00
Category:	Administrative	Date Adopted: 01/10/2020 Date Revised: Date Reviewed:
Reference:	Internal Policy	

Policy:

- 1.1. For approved positions, Great Rivers Behavioral Health Administrative Services Organization ("Great Rivers BH-ASO") shall provide a cellular phone for Great Rivers BH-ASO business. If individuals use their personal cell phone for Great Rivers BH-ASO business purposes, reimbursement in the form of a monthly stipend will be approved by the Chief Executive Director or their designee.

Procedure:

- 2.1. The contract for Great Rivers BH-ASO provided cellular phone and its use shall be between the vendor and Great Rivers BH-ASO
- 2.2. All statements will be addressed to Great Rivers BH-ASO.
- 2.3. Personal cell phone reimbursement will be recorded and approved on the monthly expense statements.
- 2.4. Cell phone expenses and resulting payments may be subject to compensation rules established by the Internal Revenue Service.
- 2.5. All cell phone information stored or created in the processes of doing Great Rivers BH-ASO business is the property of Great Rivers BH-ASO.

POLICY SIGNATURE

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 Edna J. Fund, Chair
 Great Rivers BH-ASO Governing Board

4/14/2020

 Date