

Lakeland Community College

POLICY TITLE:	ACCEPTABLE USE OF COLLEGE CREDIT CARDS AND CELL PHONES
POLICY NO:	3354:2-36-02
ORIGINALLY APPROVED DATE:	06/02/05
REVISED DATE:	04/23/26
EFFECTIVE DATE:	04/23/26
NEXT REVIEW DATE:	04/2031
RELATED PROCEDURE:	N/A
RESPONSIBLE OFFICE(S):	VP FOR ADMINISTRATIVE SERVICES & COLLEGE TREASURER
APPROVED BY:	BOARD OF TRUSTEES

This policy provides a guide to acceptable use of College credit cards and cellular phones. Consistent with past practices and procedures, these resources are provided for use in support of administrative and operational activities of the College.

A. General Requirements

1. The College shall continue to limit the number of credit cards and cell phones.
2. The issuance of a College credit card or cell phone must be approved by both the President and Treasurer.

B. College Credit Cards

1. College credit cards are strictly for business use. An employee issued a College credit card must maintain documentation satisfactory to the Controller's Office indicating that each expenditure serves a legitimate College purpose. Moreover, the College reserves the right to audit/review all documentation related to any transaction under that credit card. Related procedures are the responsibility of the Treasurer, with approval from the College President.

C. College Cell Phones

1. In issuing College cell phones, guiding principles for use and approval apply to:
 - a. College executives/officers since those individuals are on call and their workload is recognized as consistently exceeding those associated with normal business hours;
 - b. Campus Police for safety purposes — primarily installed in police and pool vehicles, these are for alternative/emergency communications, as well as phones dedicated to the Police Chief;
 - c. other individuals where that person is required to constantly be on call.
2. Given on-call responsibilities and/or hours committed beyond normal business hours, it is expected that personal cell use is unavoidable. Accordingly, each individual assigned a College cell phone should limit personal use of that phone. Related procedures are the responsibility of the Treasurer, with approval received from the College President.