



OLD DOMINION UNIVERSITY

University Policy

Policy #3310

WIRELESS SERVICE ALLOWANCE FOR UNIVERSITY BUSINESS

Responsible Oversight Executive: Executive Vice President for Administration and Finance and Chief Financial Officer

Date of Current Revision or Creation: October 8, 2024

A. PURPOSE

The purpose of this policy is to provide guidelines for the appropriate allowance for personal wireless services used for University business in order to contain costs and ensure departmental and personal accountability.

B. AUTHORITY

[Code of Virginia Section 23-1301, as amended](#) grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 7.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

Old Dominion University has executed a Memorandum of Understanding (MOU) with the Commonwealth Department of Accounts and Department of the Treasury relating to the decentralization of non-payroll disbursements. The MOU documents the agreement in accordance with the Appropriations Act to delegate the operation of payroll disbursement to Old Dominion University as part of a program to grant relief from rules, regulations and reporting requirements in the areas of finance and accounting.

C. DEFINITIONS

G. RECORDS RETENTION

Applicable records must be retained and then destroyed in accordance with the [Commonwealth's Records Retention Schedules](#)

H. RESPONSIBLE OFFICE

Associate Vice President for Finance and University Controller

I. RELATED INFORMATION

[Internal Revenue Service 2024 Employer's Tax Guide](#)

[Virginia Department of Human Resource Management Policy 1.75 Use of Electronic Communications and Social Media](#)

[Information Technology Standard 02.9. Mobile Device Management Standard](#)

POLICY HISTORY
