



OFFICE OF THE PROVOST AND EXECUTIVE VICE PRESIDENT –
ACADEMIC AND HEALTH AFFAIRS

OFFICE OF THE PRESIDENT
1111 Franklin Street, 12th Floor
Oakland, California 94607-5200

March 1, 2007

CHANCELLORS

RE: Revised Business and Finance Bulletin G-46

Dear Colleagues:

Business and Finance Bulletin [G-46](#), *Guidelines for the Purchase and Use of Cellular Phones and Other Portable Electronic Resources*, has been revised to include the following clarifications:

1. The usage agreement in Appendix A has been revised to state that an employee furnished with electronic communications equipment, e.g., a cellular phone, "will exercise appropriate care and caution when using the equipment," in accordance with G-46.
2. Section VII (Employees) retains the language that the employee is expected to "avoid using the equipment . . . while operating a motor vehicle." Emergency personnel are exempted from this requirement, however, as is any employee who uses a cellular phone for emergency purposes.
3. Section V.E (Reimbursement of Business Use) has been revised to permit the reimbursement of Internet and similar services purchased by an employee when it would not be practicable or cost-effective for the University to purchase such services separately.

A copy of the revised Bulletin is enclosed. Any questions about the requirements may be directed to Manager Michael O'Neill.

Sincerely,

A handwritten signature in black ink, appearing to read "Wyatt".

Wyatt R. Hume
Provost and Executive Vice President
Academic and Health Affairs

Enclosure

cc: President Dynes
Members, President's Cabinet
Principal Officers of The Regents
Universitywide Policy Coordinator Capell