



**University of Wisconsin Oshkosh  
Mobile Handheld Voice and Data Device  
Monthly Invoice Review Certification**

DOA policy requires the employee and their supervisor to perform a detailed monthly review of billings for University provided cellular services. This form must be completed monthly after the bill has been reviewed and any applicable reimbursement received. Any personal calls identified (using the monthly log) as a result of the review should be reimbursed to the University in accordance with the DOA Wireless Handheld Voice and Data Services and Equipment Policy (actual cost + \$0.06/min + any applicable charges, fees & taxes).

User shall submit payment for any reimbursement due to their supervisor within 10 days of reviewing the billing. The payment shall be deposited in the department's account at the Cashier windows on 2<sup>nd</sup> floor of Dempsey. Attach signed review certification to the monthly billing and retain in the department.

Employee's Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Service Provider \_\_\_\_\_

Billing Period \_\_\_\_\_

Date of Review \_\_\_\_\_

I verify that all calls on the above referenced invoice have been reviewed, any personal calls have been identified on the monthly log, annotated, and their cost reimbursed to the University.

Signed \_\_\_\_\_  
Employee Signature Date

Signed \_\_\_\_\_  
Supervisor Signature Date