

Cell Phone Justification

- 1) Is this a business owned cell phone or a personal cell phone?

Business Personal

Cellular phones must be in the corporation's name. Agreement for cellular phones must be attached. Report base rate only unless calls are itemized to separate personal calls. Personal calls are not an allowable expense. Cell phone charges are only allowable costs when an employee is working for the CACFP.

- 2) Is the cell phone strictly for CACFP? Yes No

If no, what percentage of use is by CACFP? _____

- 3) Who (by title of position) is receiving the cell phone?

- 4) Why is the cell phone necessary for the duties performed?

- 5) Please check cell phone services that will be used by CACFP.

Minutes Text Data Other

If other, please explain: _____

- 6) How is each service necessary for the duties performed?

Please attached/upload cellular agreement (contract) and calculation method for CACFP percentage in the CACFP system.