LSU

CAMPUS CORRESPONDENCE

Date: March 20, 2015

To: LSU Vice Presidents, Vice Chancellors, Deans, Directors and Department Heads

From: Donna K. Torres, CPA
Associate Vice President for Accounting Services

Subject: Memo # AS-15-07
Reminder - Implementation of FASOP: AS-24 "Mobile Device Policy"

On December 16, 2014 Vice President Layzell sent a memo to Vice Presidents, Vice Chancellors, Deans, Directors and Department Heads informing the LSU community of the intent to implement FASOP: AS-24 "Mobile Device Policy." The memo described the intent of the policy and the implementation plan. Please be reminded that deadline for submitting the stipend request form was March 1, 2015.

There are many mobile devices still active on the LSU contract for which no stipend request or request for cancellation of service has been received. Please be advised that service on these devices will be suspended on April 2, 2015.

The FASOP and related forms can be found at http://www.fas.lsu.edu/fas/fasOps/FASOP24.pdf. Please contact Anna Gradney at agradn1@lsu.edu in the Compensation and Classification section of HRM with any questions you may have.

Thanks in advance for your quick action.

xc: Dan Layzell