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| Use of Cellular/Smart Phones for College Business Procedure | | |
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1.0 PURPOSE

3.0 PERSONS AFFECTED

4.0 DEFINITIONS

5.0 PROCEDURES

| REQUIRED APPROVALS | NAME/SIGNATURE | DATE |
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APPLICATION AND APPROVAL FORM FOR ELECTRONIC DEVICE ALLOWANCE

DATE: _____

Employee Name: _____ ID # _____

Job Title: _____ Department _____

Email: _____ Cellular/Smart Phone # _____

(Note: You must attach a copy of your most recent cell/smart phone invoice or a copy of your new phone plan)

Account Number to be charged: _____

Reason(s) for allowance (mark all that apply):

This key staff member is needed in the event of an emergency (Executive Team, etc.).

This employee is frequently away from access to traditional land-based phone services.

This employee is involved in frequent off hours/on-call activity.

Other

State why device is necessary in carrying out responsibilities and why they could not be carried out without it.

Monthly Allowance Amount **(Circle One)** Voice \$50 Voice & Data \$85 One-time Stipend \$150

I certify I will use the funds requested toward the use of a cellular/smart phone and that I have read, understand, and _____ s Cellular/Smart Phone Procedure. I understand the allowance will remain in effect until the Accounting Office receives a Cancellation Notification from the President Cabinet member. By accepting this allowance, I understand and agree to have my cell phone number shared or posted as necessary and appropriate to my role at the College. Hourly employees with phone stipends must document all after hours phone calls.

Date

I certify the requested allowance is needed for the employee to cover work-related expenditures due to cellular/smart phone use. I further certify that I have read, understand,

Date

Date

Date

Approved by IT

Submit this form and a copy of your most recent invoice or new cellular/smart phone plan to the Accounting Department.

Note: Employees are eligible for a discount through most of the carriers.