

Departmental Mobile Device Request

Department	
Account # - Telecom Recharges	
Account # - Device Purchase	
Employee Name	

The department agrees to abide by the following requirements for departmental cellular phones:

- Cellular service plan is being requested to meet department usage needs.
- Non-business related calls will be assessed a charge of 8.4¢ per minute and will require reimbursement by the employee responsible for the call(s).
- Non business-related contact information should not be stored on the phone.
- The phone number should not be given out as a means to contact a specific employee for non-business related communication.
- Phones are to be secured within the department when not in use.
- All equipment, monthly service, and extraneous charges will be applied to the monthly departmental telephone bill.

Plans

Check the desired service plan:

- Cellular Plan
- Data Plan
- Device replacement/upgrade

By signing this document, the department head acknowledges they have read the SUNY Oneonta Cellular Phone Policy. The department head further understands the necessity for cellular device use to be reviewed monthly via the reports provided by ITS Networking and Telecommunications. Continuance or termination of departmental use of a college-owned cellular device is contingent upon continued business needs as analyzed by the department head.

If, at any point during this contract, there is no longer a business need for the cellular device, it is the responsibility of the department head to notify ITS Networking and Telecommunications.

Signature of Department Head

Date: _____

Signature of President /Divisional Vice President

Date: _____

Signature of Vice President for Finance and Administration

Date: _____

Return completed request to the ITS Networking and Telecommunications, B220 Milne Library.
We will contact the department secretary to coordinate the procurement of the cellular service on behalf of the department.