

# Mobile Communication Device Request Form

A mobile communication device is justified for these reasons:

Option	Access Level	Description	Monthly Stipend (attach billing statement)	Equipment Reimbursement (attach original receipt)
I		College provided mobile communication device	\$0	\$0
II	A	This employee is a key staff member needed in the event of an emergency. (President's Cabinet, Crisis Management Team, etc.)	\$50 (or 50% of monthly cost, whichever is less)	\$50 every 24 months
	B	Intermittent on-call status; limited data/minimal device usage is anticipated. (ex. most OIT staff and some mid-level managers)	\$15	\$50 every 24 months
III		Access to Outlook Exchange Server for email, calendar, and contacts.	\$0	\$0

Print Name: \_\_\_\_\_

Datatel ID Number: \_\_\_\_\_

Requested Option & Access Level (if applicable): \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Monthly Stipend (if applicable): \_\_\_\_\_

Equipment Reimbursement (if applicable): \_\_\_\_\_

If requesting monthly stipend (Object Code 50192) or equipment reimbursement (Object Code 50193), be sure sufficient funds have been allocated in departmental budget account before proceeding. Requests will not be processed if sufficient funds are not allocated in departmental budget.

Departmental Account Number: \_\_\_\_\_

Name of Department: \_\_\_\_\_

## Loss or Theft of Mobile Communication Device

Files containing confidential or sensitive data may not be stored in mobile devices unless protected by approved encryption. Confidential or sensitive data shall never be stored on a mobile device. Charges for repair or replacement of personally owned equipment are the responsibility of the employee. Lost or stolen equipment must be immediately reported to the OIT Department. Employees are responsible for deactivation of any personally owned mobile communication device.

## Mobile Communication Device Safety

Telephone calling or utilizing mobile devices while driving can be a safety hazard. Drivers should NOT use mobile devices while driving. Use of the device in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the College's allowance.

## Fees for Contract Changes or Cancellations

The employee will be responsible for any and all fees due to changes or cancellations to their service agreement with their service provider. For example, the employee resigns or no longer wants to retain the current mobile service for personal purposes.

## Enforcement

Any employee found to have violated this policy may be subject to disciplinary action that leads to being ineligible for reimbursement for a mobile communication device. Extreme cases could lead to additional discipline, up to and including termination of employment.

***I have read the above information regarding the Greenville Technical College mobile communication device policy and had the opportunity to discuss any usage questions with my supervisor. I understand that my cell phone number may be published, and the main intent of the mobile communication device is for business. I also understand I am financially responsible for any and all charges for this mobile communication device plan. I understand I may be asked to provide my current statement to the Business Office for verification and agree to notify the College immediately if I no longer have this service or if my phone is inoperable. I understand the monthly stipend may be a taxable benefit.***

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor (For Option III, supervisor only approval needed): \_\_\_\_\_

Divisional Vice President: \_\_\_\_\_

*After appropriate approvals, please route to MS-1237 and allow 5 – 7 days for processing.*