

CELLULAR PHONE DEPARTMENTAL REQUEST FORM

The Geneseo Cell Phone Policy does not allow departments to provide cellular phones for individuals, but may acquire college-owned cellular phones for department use.

This form should only be submitted by the department head.

DATE _____
DEPARTMENT: _____
DEPT HEAD NAME: _____
DEPT HEAD EMAIL: _____
ACCOUNT NUMBER: _____



No. OF PHONE(S)
REQUESTED: _____

The department agrees to abide by the following documented official state business requirements for departmental cellular phones:

- Cellular service plans will be selected to meet department usage needs and are not to be used for non-business related calls.
- Non-business related calls will be accessed a charge \$.50 per minute and will require reimbursement by the employee responsible for the call(s).
- Phones are to be signed out on a rotating basis and for limited periods of time.
- Departments are required to maintain detailed call and sign-out records.
- 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.

DEPARTMENT QUALIFIES FOR CELLULAR PHONE(S)? No Yes

By signing this document, the department head acknowledges they have been provided a copy of the Geneseo Cellular Phone Policy. The department head further understands the necessity for cellular phone use to be evaluated annually. Continuance or termination of departmental use is contingent upon continued business needs.

If, at any point during this contract, there is no longer a business need for the cellular phones, it is the responsibility of the department head to notify CIT Telephone Service.

Signature of Department Head

Date: _____

Signature of Provost / Vice President / Executive Director / Dean

Date: _____

Return completed request to CIT Telephones Services (South 119). The department head will be notified of available options for cellular service.