

# NAU University-Provided Cell Phone Request

This form is to be used by departments to document their request for a university-provided cell phone and acknowledge their understanding of the NAU Cell Phone policy requirements and limitations. The policy is at [http://www4.nau.edu/its/tel/faculty\\_staff/contractpolicy.asp](http://www4.nau.edu/its/tel/faculty_staff/contractpolicy.asp)

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

Department Number: \_\_\_\_\_

## University-Provided Cell Phones

With the approval of a Vice President, the university may purchase cell phones and pay for service in certain limited circumstances—e.g., phones that rotate among bus drivers, on-call staff, or maintenance personnel. **No personal calls are allowed on university-provided cell phones.** University provided cell phones should generally not be assigned to a specific individual. These university-provided cell phones and service will be purchased by using a University Purchasing Card. All equipment purchased remains the property of the university. Calling plans must be on a state contract and current plans are listed at [www.nau.edu/cellular](http://www.nau.edu/cellular). No long term contracts over one year may be purchased through a purchasing card.

This University-Provided Cell Phone Request form must be approved by the dean/director and vice president.

The submitting department must keep the approved University-provided Cell Phone Request form on file and available for internal or external audit. All cell phone invoices must be kept with the monthly purchasing card documentation.

Supervisors or assigned designee must review the monthly bills of university-provided cell phones to ensure that no personal calls were made. Inadvertent or emergency personal calls must be reimbursed to the university at the rate of \$.30 per minute plus long distance and roaming charges.

☐ I have read and understand the NAU Cell Phone Policy ([http://www4.nau.edu/its/tel/faculty\\_staff/contractpolicy.asp](http://www4.nau.edu/its/tel/faculty_staff/contractpolicy.asp)) and have determined that university provided phones best meet our business need. \_\_\_\_\_ Supervisor initials

Number of phones to be purchased \_\_\_\_\_. These phones will be used for: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Supervisor Name (please print)	
Last	First
Supervisor Signature	Date
Dean/Director Name (please print)	
Last	First
Dean/Director Signature	Date
Vice President Name (please print)	
Last	First
Vice President Signature	Date