

Cell Phone Issuance Procedure

Responsible Officer: Chief Financial Officer and Vice President

Sponsoring Department: Procurement Services

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Errors or changes to: aim@uta.edu

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PROCEDURE OBJECTIVE

Procedure 4-29 provides procedural guidelines for the issuance of a university provided cell phone. This procedure describes the various responsibilities of university officials who may approve the use of a cell phone and acquaints employees who receive a cell phone with the regulations and procedures to be followed in using and safeguarding the cell phone.

SCOPE

All university employees and departments who use and/or in possession of a university issued cell phone. *Cell phones that are required to conduct research projects and charged to sponsored program budgets are not subject to this procedure.*

RESPONSIBILITIES

President of The University of Texas at Arlington

- Has ultimate responsibility for property in possession of the University.

Chief Financial Officer and Vice President/Property Manager

- Provides final approval and budgetary authority for issuance of a cell phone.
- Receives official copies of all approved request forms

Vice Presidents

- Receive and review requests for issuance of a university cell phone from their department heads.

Department Heads

- Make recommendations to their vice president for issuance of a cell phone for employees in their department and provide sufficient justification.
- Ensure that cell phones are used for official purposes only.
- Provide an annual physical cell phone inventory to the vice president.

University Employees

- Use cell phone(s) only for authorized business purposes and exercises reasonable care for its safekeeping.
- Allow encryption of the cell phone or other university required security measures.
- Return the cell phone promptly upon request.
- Report lost or stolen cell phones immediately.

PROCEDURES

Section I. Requesting a University Provided Cell Phone

- A. *A Request for Cell Phone Form* ([Form 4-22](#)) should be completed by the employee's department head.
1. The primary purpose for having a university owned cell phone is for official university business. The University may provide a cell phone based on documented necessity that may be used for business and limited personal use. Examples include:
 - a. the employee's job requires them to make or receive calls outside normal business hours
 - b. the employee spends significant amounts of time away from the office

2. Cell phones should not be selected as an alternative to other means of communication (e.g., landlines, email, etc.) when such alternatives would provide adequate but less costly service to the University.
- B. The University may, in some cases, purchase and own cell phones to be assigned to groups (departments, offices, laboratories, etc.) and which may be loaned temporarily to individual employees or be shared by groups of employees for specific business purposes only. This may be done only if usage is exclusively for essential university business. The University will use State of Texas Department of Information Resources vendors. Purchases will be made by purchase order only. Procards may not be used to purchase cell phones. Applications for cell phones will not be included in these purchases, as the purchase of applications with university funds is prohibited.
 - C. The department head will forward the request to the appropriate vice president for review and approval.
 - D. Requests for issuance of a cell phone may be made by a vice president to the Chief Financial Officer and Vice President using the *Request for Cell Phone Form* ([Form 4-22](#)). The vice president will forward the request to the Chief Financial Officer and Vice President for final review and approval.
 - E. The requesting department will receive notification of approval.

Section II. Use of a University Provided Cell Phone

- A. When issued a university cell phone the employee will sign the *Cell Phone Acceptance Form* ([Form 4-23](#)).
- B. Requestors will be able to choose from a variety of data plans. Usage must not exceed the allotted minutes/data on the monthly plan. If personal use is excessive the employee will need to obtain a personal cell phone. The University will not provide stipends for, or fund, data plans for personal cell phones.
- C. The University may conduct periodic audits to confirm that usage is exclusively for university business and that usage does not exceed the allotted plan.

Section III. Loss or Theft of a University Provided Cell Phone

- A. If the cell phone is lost or stolen, the employee must immediately report it to the department head. A *Lost or Missing University Property Form* ([Form 6-4](#)) must be completed and notification sent to the UT Arlington Police Department per [Section VI, Missing or Stolen Property, Removal of Property from a Department's Inventory \(Procedure 2-45\)](#).
- B. In the instance of loss or damage due to an employee's negligence or misuse the vice president may require the employee to reimburse the University the value of the cell phone.

Section IV. Termination of Use of a University Provided Cell Phone

- A. Cell phone purchases are approved and reviewed annually. If personal use is excessive the employee will need to obtain a personal cell phone. The vice president may require return of the university owned cell phone at any time.
- B. Loss of more than one cell phone by one employee will result in termination of the employee's ability to apply for additional cell phones.
- C. An employee is no longer eligible to receive a university provided cell phone when the employee terminates employment with the University or the employee's job duties change and the department head and/or vice president no longer perceive a need for a cell phone.

Section V. Exceptions to this Procedure

Cell phones that are required to conduct research projects and charged to sponsored program budgets are not subject to this procedure.

FORMS AND TOOLS/ONLINE PROCESSES

- *Request for Cell Phone Form* ([Form 4-22](#))
- *Cell Phone Acceptance Form* ([Form 4-23](#))
- *Lost or Missing University Property Form* ([Form 6-4](#))
- *Removal of Property from a Department's Inventory* ([Procedure-45](#))

DEFINITIONS

N/A

RATIONALE

The University recognizes that cell phones may aid, or be necessary for, an employee's job performance and the efficiencies of a department by providing immediate accessibility and improving customer service. Each vice president is responsible for determining when an employee needs to conduct university business using a university provided cell phone/smartphone or other mobile communications device (collectively "cell phone") in order to fulfill their job responsibilities. The University will not provide stipends for, or fund, data

plans for personal cell phones. Cell Phones that are required to conduct research projects and charged to sponsored program budgets are not subject to this procedure.

RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

UT System Administration Policies and Standards	Other Policies and Standards
N/A	N/A

APPENDICES

N/A

CONTACTS

If you have any questions about this procedure, contact the following departments:

Subject	Office Name	Telephone Number	Email/URL
All topics in procedure	Procurement	817-272-2191	cornwall@uta.edu

WEBSITE ADDRESS FOR THIS PROCEDURE

<https://www.uta.edu/policy/procedure/4-29>