

The University of Scranton
Policy for Acquisition and Usage of Wireless Services Charged to University Budgets

Acquisition of university-funded wireless services (such as cell phones, wireless cards for laptop computers, hand-held devices requiring wireless service, or any other equipment for which a monthly service is incurred) is available to employees whose responsibilities require time away from the office during the typical work day and/or travel off campus several times monthly and who need to be reachable to effectively discharge their duties.

Preliminary approval for the acquisition and usage of wireless services for which a monthly service is incurred is given by the Budget Supervisor for the department that will incur the expense. Final approval is given by the Divisional Vice President.

All requests for wireless services are processed through the Office of Network Resources (ONR) in St. Thomas Hall. Individuals are not permitted to acquire cell phones or wireless services directly from a vendor. When ONR receives the Application for Wireless Service, they will contact the applicant to determine wireless usage patterns and to select the most cost-efficient usage plan. The plan chosen for the applicant may be adjusted in the future if usage patterns warrant.

Standard phones are included with cell phone service. Please contact ONR at 941-6181 for available phones. Requests for special features must be approved by the divisional Vice President. ONR will not place an order for a non-standard phone without Vice Presidential approval nor will service be activated when a special-feature phone is requested without approval.

Wireless service is generally provided for a one- or two-year contract. ONR will notify each service subscriber, via e-mail, with a 30-day notice of contract renewal. **The Budget Supervisor and Vice President must approve the renewal to prevent termination of service.**

All wireless accounts are periodically reviewed by the Treasurer's Office.

University-funded wireless services are intended for business use. However, limited use for personal purposes is allowed. If use is chronically excessive and additional costs are incurred, employees may lose the privilege of having university-funded wireless service(s) at the discretion of the divisional Vice President.

Policy Regarding Family Members and Personal Wireless Accounts

Family members cannot be added to the University of Scranton's wireless account, nor may an employee be removed from the University's account in order to take advantage of other wireless account offers.

Wireless service expenses are charged to departmental operating budgets to the following accounts:

Cell Phone Equipment	710789 Furniture/Fixtures/Small Electronics
Monthly Usage	710704 Telephone

Contacts:

Budget Office, Ext 4072
ONR, Ext 6181

Questions regarding policy and charging of expenses
Questions regarding application and usage plans

The University of Scranton Application for Wireless Services

Check one: New Service Existing Service – Cell # _____

The following information must be provided to the Budget Supervisor for review:

Employee Name: _____

Employee Job Title: _____

Service Requested: Cell Phone Monthly Service for Data Connection Both

Brief description of activities that require monthly expenses for cell phone or data connection:

Cell Phone Applicants:

A standard model cell phone is provided to employees upon activation of service.

Special Features Requested: Yes No

If Yes, please describe special features required:

Applications must be approved by the Budget Supervisor and Vice President.

Budget Supervisor: _____ Date: _____
Signature

Vice President: _____ Date: _____
Signature

Department Budget to be Charged:

Six-Digit Fund: ___ ___ ___ ___ ___ ___

Six-Digit Organization: ___ ___ ___ ___ ___ ___

FOR OFFICE OF NETWORK RESOURCES USE ONLY:

Cell Phone Service	Data Connection
Plan Recommended:	Plan Recommended:
Plan Selected:	Plan Selected:
Model #:	
Base Monthly Cost:	Base Monthly Cost:

Date: _____