



Guidelines for Approval and Issuance of Personal Communications Devices for the President's Office

Background

The increasing availability and functionality of personal communications devices (e.g., cell phones, "SmartPhones," Blackberry devices, personal digital assistants, etc.) and the associated business need to be continuously accessible for University business has brought about an increase in requests from President's Office staff to be issued such devices at University expense. At the same time, it must be acknowledged that these devices are accompanied by upfront/capital costs of acquisition and considerable monthly recurring charges. Due to the expense and budgetary impact, the President's Office must exercise restraint in the issuance of such devices. Devices also need to be procured with due consideration for how they integrate with existing technology services supported by the President's Office. Accordingly, the guidelines below must be followed prior to the procurement of and payment for personal communications devices.

Guidelines

1. Requests for issuance of personal communications devices paid for by the University must be approved in writing by the President or his designee. Such requests should include business justification (e.g., anticipated frequency of use, business travel requirements, nature of position responsibilities, etc.) and the approval of the area head/supervisor (if other than the President or designee), which will also indicate that the department has budgeted for the acquisition cost and monthly recurring charges of such devices.
2. Approved requests should be forwarded to UITS for procurement, account establishment, and setup of the device.
3. Staff issued such devices are personally liable for charges incurred for non-business use.