



Department of Auxiliary Services

Request for Issuance of a Wireless Communication Device

Name: _____ Department: _____

Mail Sort Code: _____ Phone/Ext.: _____ Email: _____

Type of Device Requested:

- Cellular Device
- Hot Spot Device
- Unrestricted Cellular Device (talk, text, data)
- Restricted Cellular Device (talk, limited text, CSN internal directory only)

Justification for Request: _____

*Employee Signature _____ Date _____

*Employee agrees to the following terms for issuance of a wireless device:

1. **Requesters** must complete/sign the *Request for Issue of Wireless Communication Device* form and forward to the appropriate approving authority(ies). Upon approval, a device will be issued by the Department of Auxiliary Services which issues and maintains all wireless CSN devices. Annual audits will verify that the device remains with the employee to whom it was issued.
2. **Users** agree to use the device for college-related business. Inappropriate use may result in cancellation of the device.
3. Users must reimburse the college for personal calls and multi-media messages sent and received on the device, as well as directory assistance calls. Monthly invoices are sent to the appropriate dean or director. Deans and directors are required to forward the monthly invoice to the user to ensure that invoices are reviewed and personal use is reimbursed. Per policy, documentation of personal usage reimbursements must be maintained in the department's files for a period of three years, to include copies of the detailed charges and the reimbursement receipt. Reimbursement must be made at the Cashier's Office.
4. By law, effective October 1, 2011:
 - A. Texting and reading text while driving is prohibited.
 - B. Talking on a cell phone while driving is allowed only with a hands free device. Infractions expose you and the college to liability, and infractions of this law may result in cancellation of the device. Users are responsible for any fine levied as a result of being cited for non-compliance with the law.
5. At the time of assignment, the user agrees to:
 - Reimburse the college for replacement of a new device of the same type;
 - Refuse to loan/transfer the device to another CSN employee without the explicit approval of the Director of Auxiliary Services;
 - Notify the Department of Auxiliary Services immediately after determining that the device has been lost or stolen;
 - Immediately return the device to the Department of Auxiliary Services if it is no longer needed;
 - Return the device to the Department of Auxiliary Services upon termination of employment at the College.

Signature of Vice President (for cellular, hot spot, unrestricted cell service) _____ Date _____

Signature of Director or Manager (for restricted cellular device) _____ Date _____

Return approved form to the Department of Auxiliary Services NLVN145

For Auxiliary Services Use Only:

Description of Device:

Device I.D. #	Model #	Vendor	Device Phone Number