

ALVSCE Communication Usage Agreement

Department Name: _____

This form must be completed by individuals provided with cellphone equipment/plans paid directly to the vendor with U of A funds. A copy of the signed form must be maintained in the user's home department Personnel Files. Users must be provided with a copy of the signed agreement. Technology allowances do not require this form.

REQUESTOR INFORMATION

Name:	Title:
Unit:	Office Phone:
Business Purpose:	
Approved (Unit Head/Dean):	Date:

EQUIPMENT INFORMATION

Manufacturer & Model No.:	Phone #:
Accessories Received:	

- The unit is providing me with this communication equipment for the sole purpose of enabling me to perform my job duties. The unit has the right to reassess the business purpose and revoke an employee's usage agreement.
- The equipment will be used **for business purposes only**.
- If using a U of A owned cellphone plan: I will submit call details and document any incidental personal calls (call made due to an emergency or in error) and will submit service and equipment related invoices to the business office in a timely fashion.
- I understand that usage of equipment that is illegal, or reasonably considered as inappropriate or embarrassing to the unit, College, or University, is prohibited and could result in the immediate removal of equipment rights and disciplinary action, as appropriate.
- If the equipment is lost or damaged, I understand that I may be required, at the discretion of the unit's leadership, to pay for the replacement equipment.
- If I terminate my employment with this unit, all equipment will be returned to the unit as part of the termination process. All equipment remains the property of the University of Arizona.
- The unit, College, and University have the right to review itemized bills at any time. Phone bills and other records are public documents and may be subject to public information requests.
- Cell phone transactions are monitored by FSO Compliance as well as the ALVCES Rates and Review team. The fiscal officer for the KFS account that the charges are paid from will be contacted for clarification if compliance issues are found.
- Additional information can be found in the Cellphone Required Practices

By signing this agreement, I acknowledge receipt of equipment and agree to the terms of the Communication Usage Agreement.

Sign: _____

Date: _____