



**College-Provided Cell Phone
or Service Plan Allowance
Request Form and Agreement**

By my signature below, I am requesting

a stipend (\$30 per month) for phone # _____, or a college-provided cell phone for the performance of my job responsibilities. When provided a stipend or a cell phone, I must:

- Demonstrate the business need of a phone in performing my duties,
- Include the cell phone number in internal college directories and on my business card,
- Agree to keep the cell phone turned on 24/7 and in my possession in order to receive calls,
- Agree to make my phone available for public records requests for numbers called and text messages sent and received,
- If provided with a phone, to protect it from damage and immediately report any damage to my supervisor and to the Finance Department,
- Allow phone to be equipped with MDM (Mobile Device Management) software,
- Protect confidential data, records and customer information,
- Allow phone to be equipped with data archiving software for the purpose of records management, and
- Receive training at least every three (3) years on the mobile device policy, public records policy, records management policy, security measures, ethics law, and notification of phone or data loss related to mobile device use.

Justification for the business need for a cell phone

My supervisor and/or applicable Executive Team Member have determined that my regular job duties include one or more of the following:

- Off campus work or travel where landline phones are inaccessible or inefficient;
- Immediate or on-call availability;
- Need of a device for work-related safety, security, or other emergency reasons; or
- Real-time communication, including email.

Signing and returning this agreement acknowledges receipt of a copy of the CPTC Cell Phone Policy and Procedure that will apply to my use of the phone.

Employee Printed Name

Supervisor Signature/Date

Employee Signature/Date

Executive Team Member Approval/Date

Employee ID

Human Resources Approval/Date

Payment Chartstring

Approval:

VP for Finance and Administration

Effective Date

Date

Return of cell phone acknowledgement

In consultation with my supervisor, it has been determined that I no longer need a cell phone to perform the duties of my job. I acknowledge that I have read [Chapter 3, Section 24](#) of the College policies regarding cell phones and understand the requirements of employees who choose to use a personal cell phone absent a stipend.

Employee Printed Name

Supervisor Signature/Date

Employee Signature/Date