

UNIVERSITY OF MARY WASHINGTON CELLULAR TELEPHONE POLICY

Effective August, 1996

The University of Mary Washington has implemented the following policy regarding the acquisition of cellular telephones.

Cellular telephones shall be used only for official University business. Any department that seeks to acquire cellular telephones must submit a detailed justification in writing to the Purchasing Office explaining the specialized need and why standard telephone service is not sufficient. The justification must include the approval of the senior administrator over the respective area.

Along with justification, the department shall submit procedures and guidelines regarding usage of the cellular telephone(s) and an explanation of how the department's policy will be administered. At a minimum, the following points should be included:

- ✓ That all cellular telephone usage is limited to business purposes
- ✓ A definition of "business purposes" for the department
- ✓ That personal calls, if made, are subject to repayment
- ✓ That the supervisor of the area will review and approve all bills and ensure that personal calls are properly reimbursed.

The Purchasing Office will review the request and notify the respective department of the decision to accept or deny their request with five (5) business days. If the cellular telephone request is approved, the phone and monthly service contract must be procured in compliance with the Virginia Procurement Act through the Purchasing Office.

Non-compliance with departmental policies and procedures may result in the removal of cellular telephones and termination of any supporting agreements.