



Cellular Telephone #: _____

Issued To: _____

Date: _____ Plan _____

Cellular Telephone Usage Agreement

District cellular telephones and service plans have been authorized for the efficient business operation of the District and/or for use during emergencies. The purchase of District cellular equipment and associated service shall be coordinated through the Purchasing Office. Employees with a personal cellular telephone may coordinate with Purchasing to add a District-paid service line, assuming the carrier is consistent.

This agreement applies to the following condition:

- ☐ District owned cell phone/service plan – Single User
- ☐ District owned cell phone/service plan – Multiple Users
- ☐ Employee owned cell phone with District paid service line

The undersigned agrees with the following terms and conditions:

- I understand that no personal calls will be placed or received on a District paid phone/service. I will avoid issuing the telephone number to individuals who need to call for personal reasons.
- I will make efforts to utilize a land based line prior to utilizing District paid cell phone/service.
- I will adhere to the requirements defined in Board Policy/Procedure 6250/6250P and Section 1.03 of the Business Information Manual pertaining to cell phones.
- I understand that accidental or emergency personal use of a District paid phone/service must be promptly reimbursed to the District at a rate of five (5) dollars for the first minute and (1) dollar for each additional minute, rounded up to the next whole minute. This rate applies to both incoming and outgoing calls.
- I understand that I may receive a copy of my bill to review if I have exceeded my plan minutes or if unusual or inconsistent use is noted. I will review the bill to ensure accuracy and approve the bill promptly.
- I understand that the cell phone and associated equipment are District property assigned to me for District business. I am personally responsible for its care and security at all times. I may be held liable for damage or loss occurring to the equipment while it is in my care. I am further responsible for returning the equipment to the District upon request or at such a time I no longer need the phone for my District responsibilities.
- I may add a personal service plan to the District owned phone. I will coordinate this plan through Purchasing and I assume all financial responsibility for this plan. I understand billings will be mailed directly to a personal address. I am responsible for the content and purpose of the personal line use to ensure the appropriateness.
- Multiple User only: I understand that I am acting as administrator of the phone that will be checked out for use on an as needed basis. Users checking out the phone for use will be advised that the phone is for authorized District business only. Use will be documented on the Cellular Telephone Use Log.
- I will avoid use of directory assistance or other services that increase operational costs.
- I will make efforts to avoid use by unauthorized users.
- I will avoid use, or take extreme caution, if I use the cell phone while operating a vehicle.

Employee Signature Date

Budget Authority Date

Budget Account Code

Send original form to Purchasing. You will then be contacted to coordinate style of equipment and appropriate service plan. If a personal line is selected as an additional feature, you will receive instructions on how to activate that line.