

Authorization and Annual Review for Cellular and Other Mobile Computing Devices

MnSCU System Procedure 5.22.2

Northland Community and Technical College may provide a cellular and/or other mobile computing device to an employee if it is determined to be a necessary business expense under one or more of the criteria on this form. This form must be completed upon initial request for said device(s). This same form requirement also applies to any purchases to be made with department funds. Further, forms pertaining to specific devices must be annually submitted using a separate form for **each** cellular or mobile computing device request. Completed forms should be returned to the Business Office, along with phone and plan information (if applicable).

Please check one: _____ Initial Request, Date _____ Annual Review, Date _____

1. Please identify the mobile device for which approval is requested:

- _____ laptop/tablet/notebook computer
- _____ iPad/Kindle/eReader
- _____ smartphone
- _____ other; explain _____

2. Eligibility criteria (complete as relevant)

- Availability of the device and service is integral to the performance of specific duties within the employee's job description. Explain: _____

- A substantial portion of the employee's work is conducted outside of the building(s) where the employee is assigned to work. Explain: _____

- The employee does not have an assigned office or workspace and needs to be contacted on a regular basis by college personnel for assigned services or to provide needed information. Explain: _____

- It is a job requirement that the employer be able to reach the employee outside of the employee's normal work hours. Explain: _____

3. Is there a wireless/cellular service plan associated with the device?

- _____ No
- _____ Yes, Type of Service (check all that apply)
_____Voice _____Data _____Texting Cost Center(s) to charge: _____

EMPLOYEE ACKNOWLEDGEMENT

I verify that the cellular or mobile computing device, and any applicable cellular service, is needed as described above and authorized under MnSCU Policy 5.22, MnSCU System Procedure 5.22.1 and MnSCU System Procedure 5.22.2. I acknowledge that I have received [MnSCU System Procedure 5.22.2 Cellular and Other Mobile Computing Devices](#) and [MnSCU Board Policies 5.22 Acceptable Use of Computers and Information Technology Resources](#) and [MnSCU System Procedures 5.22.1 Acceptable Use of Computers and Information Technology Resources](#) and I understand that I am responsible for reviewing it and complying with the procedure requirements.

I further acknowledge that the procedure:

- contains a section on Employee Responsibilities including agreeing to return the device upon request by the supervisor or upon the end of employment.
- contains a section on Personal Use of a Cellular Device and Plan that states personal use is prohibited except in the case of essential use, as defined by the procedure.
- contains sections on "Monthly Review of Invoices" and "Annual Review".

Employee Name: _____ Date: _____

Employee Signature: _____

*****Forward to Supervisor***

SUPERVISORY APPROVAL & ACKNOWLEDGEMENT

I verify that the above employee's need for a cellular or mobile computing device is compliant with MnSCU System Procedure 5.22.2. I acknowledge that I will review the employees' monthly cellular charges and retain documentation of this form, making available to Administration upon request. I will notify Administration upon the employee's resignation/termination of employment and return the device to the Director of Purchasing.

Supervisor Name: _____ Date: _____

Supervisor Signature: _____

ADMINISTRATION AUTHORIZATION

Supervisor Name: _____ Date: _____

Supervisor Signature: _____

*****Forward to Business Office
Business Office will provide copy to IT*