

SUBJECT: Cellular Phone/Beeper Usage

The purpose of a cell phone provided through Midland College is primarily for business use. Midland College requests that outgoing personal calls be kept to a minimum. In order to save College funds, the use of beepers instead of cell phones is encouraged. When out-of-town on Midland College business, long distance calling cards issued by the Business Office should be used rather than cell phones whenever possible. Several departments have cell phones available which can be used on a temporary basis for business purposes. Any cell phone or beeper purchased by the College will be listed in the College directory as public information.

Justification for the need of a new cell phone account, as well as modifications to existing accounts, must be submitted to the employee's supervisor and approved by the line of authority, up to the vice president level. Purchasing Department approval should be obtained prior to making changes or modifications to existing accounts. Midland College utilizes a uniform cell phone provider. There are a variety of local, regional and state-wide plans available. The Purchasing Department can recommend the best plan for each individual need. Changes usually require an additional year added to the contract. The Purchasing Department will provide copies of cell phone usage upon request.

The College may exercise the option to pay a set monthly rate to an employee if the individual has been approved for a cell phone account as outlined in this policy. The monthly rate may offset up to seventy-five percent of the cell phone charges. In this case, the employees arrange their own cell phone purchase/contract and are responsible for the account.

Midland College Approval for Cellular Phone Usage
(New or Existing Accounts)

Justification for the need of a new cell phone or for modifications to an existing account should be approved by the chain-of-command, up to the Vice President level. Purchasing Department approval should be obtained prior to making changes or modifications to an existing account. See Policy No. 4:17:02.

New Cell Phone Account or Modifications to Existing Account (Please Describe):

Approximate Cost: _____

Employee: _____ Date: _____
Signature

Title

Approvals (Signature, Title & Date): _____
