

Marshall University Information Technology Council

Procedure ITP-12

MARSHALL UNIVERSITY CELLULAR TELEPHONE PROCEDURE

General Information:

1.1 Scope: All cellular telephones that are authorized to be purchased via the Marshall University IT Infrastructure.

1.2 Passage Date: July 1, 2000

1.3 Effective Date: September 16, 2010

1.4 Background: Cellular telephone service is one of the fastest growing aspects of telecommunications for the university. As with any fast growing technology, cost, usage, and ownership are very important factors which, if not monitored through a single process, can grow unwieldy and unmanageable. For these and other reasons this procedure has been developed for use by all Marshall University users

Procedure:

2.1. All cellular service charged to Marshall University, Marshall University Research Corporation, and regional campuses are to be ordered through the Office of IT Infrastructure. If the telephone is being used by any individual who is in any way associated with Marshall University, the equipment is the property of Marshall University, or the service is in any way billed to the university, the service is to be ordered through the Office of IT Infrastructure.

2.2. All cellular service described above is to be billed to the Office of IT Infrastructure, Marshall University, 1 John Marshall Drive, Huntington, WV 25755-5300. The IT Infrastructure and Accounts Payable offices will receive and process all bills for cellular service which will then be billed back to the appropriate department.

2.3. All cellular service (connecting or disconnecting) must be requested through the IT Infrastructure Communications office using the Online Cellular Service Request Form. That form will require an appropriate funding source and justification for the service.

- 2.4. Connection and Disconnection of service must be approved by the users Department Head and applicable Vice President using the Cellular Service Request Form.
- 2.5. Appropriate Cellular service will be made available to users who are in need of cellular service on a short term or temporary basis. The Cellular Service Request form also will be required for this request.
- 2.6. Once issued, cellular phones will be the total responsibility of the authorized user. A cellular phone should not be transferred among users except in limited emergencies and with appropriate supervisory approval. When the user can no longer justify the use of the service or employment at Marshall University terminates, a completed Cellular Service Request Form and the phone should be returned to the IT Infrastructure Communications Office.
- 2.7. Informational copies of monthly bills will be reported to the applicable Vice President for review of activity. This copy will be for review purposes in that the bills are usually paid before a review can be completed. The Vice President in consultation with the user should make a timely report calling to the attention of the Office of IT Infrastructure any irregularities on the monthly statement.
- 2.8. All cellular phones are provided for business purposes. When obtaining a cellular phone, the employee must certify that the phone is being used for business purposes only and any personal calls will be promptly reimbursed to the IT Infrastructure Communications Office.
- 2.9. Unauthorized acquisition or use of cellular telephones will be the responsibility of the user and collection for charges associated with such action will be fully pursued by the university.