

**Rose-Hulman Institute of Technology
Cell Phone Authorization and Request Form**

Employee Requesting Cell Phone _____ Date _____
PRINTED NAME

Supervisor Approving Request _____ Date _____
PRINTED NAME

(Check All that Apply) Essential Business Purpose for Use of Cell PHONE or Cellular Equipped Smartphone

- Frequent Traveler Job Duties can not be performed with land lines
 Frequent conference calls made after hours

(Initial each Box) Usage Requirements

- I have read the Institute Cell Phone/Smartphone Policy and agree to its terms and conditions
 Use of cell phones for personal use is discouraged
 Other charges; text messages, directory assistance charges, or other service charges not included in the Plan incurred by my personal calls will be my financial responsibility
 The custody and care of my cell phone is my responsibility
 Upon the end of my employment with the Institute, or change in my job duties that no longer requires use of a cell phone, my cell phone will be returned to Administrative Services
 I have read the Summary Plan Description below and understand the limitations shown therein

Summary Plan Description

PLAN INCLUDES:

- 1 All users share in a pool of airtime minutes per month for business purposes only. Hint: always use a land line when at work or where available to save our airtime minutes.
- 2 Unlimited airtime minutes for nights and weekends, beginning at 9 pm.
- 3 Free nationwide long distance; however, these use up our airtime minutes.
- 4 Push-To-Talk minutes at provided at no additional cost. Hint: use PTT rather than making calls.
- 5 Smartphones include data services: email, web browsing, calendar

PLAN EXCLUDES - unless subscribed for a specific device:

- 1 Text messaging minutes; inbound or outbound
- 2 Nationwide Push-To-Talk minutes
- 3 GPS service
- 4 Weather service
- 5 Internet service

(Check One) Model Requested

- Motorola i576 Push-To-Talk cell phone/radio or current model Apple iPhone HTC FUZE

Approvals

Rob Coons, VP & Chief Admin Officer

Cabinet Member

Dan Wells, Director of Admin Services

Phone Number Assigned