

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

Employee Requesting Cell Phone \_\_\_\_\_ Date \_\_\_\_\_  
PRINTED NAME and Signature

Supervisor Approving Request \_\_\_\_\_ Date \_\_\_\_\_  
PRINTED NAME and Signature

**(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 Agreement**

- 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 Smartphones include data services (service usage limits may apply): email, web browsing, calendar
- 5 Free calls between AT&T users

**PLAN EXCLUDES - unless subscribed for a specific device (Costs are charged to your department's budget):**

- 1 Text messaging minutes; inbound or outbound
- 2 Push-To-Talk minutes for cell phones can be at provided at an additional cost to your department.
- 3 GPS service
- 4 Weather service
- 5 Internet service for cell phones

**(Check One) Model Requested**

- Samsung Rugby II or current model  Apple iPhone

**Approvals**

\_\_\_\_\_  
Rob Coons, VP & Chief Admin Officer  \_\_\_\_\_  
Cabinet Member

\_\_\_\_\_  
Dan Wells, Director of Admin Services  \_\_\_\_\_  
Phone Number Assigned