

UW-GREEN BAY CELLULAR TELEPHONE INSTRUCTIONS AND JUSTIFICATION OF NEED FORM

Employee Name: _____ Department: _____

1. Cellular User Agrees To:

- a. See UWGB Purchasing website for detailed info: <http://www.uwgb.edu/purchasing/contracts/cellphones-accessories/>
- b. Read the current wireless and mobile device standards located via: <https://det.wi.gov/telecommunications/Pages/WirelessPolicy.aspx> (you will need your state credentials to see these pages):
[Access Control Standard](#)
[Mobile Device Standard](#)
[Remote Access Standard](#)
- c. Obtain authorization from Supervisor **and** Department Head (ex. Dean, Director, etc.) to purchase business cellular telephone service by completing the Justification section of this form and submit for signature.
- d. Submit completed Justification of Need form (below) to Purchasing and request to **schedule training**; you may scan and email the forms to purchasing@uwgb.edu.
- e. A short training session is required during phone pick up in Purchasing Office. The [Acknowledgement of Receipt of Enterprise Policy-Cellular Telephone Services & Equipment Form](#) must be completed during training to obtain a cell phone.
- f. A UWGB departmental Purchasing Card must be the payment method for cellular phone services. We no longer can use automated payment for accounts. Please call US Cellular to make payment once you've approved the amount (note date paid and attach bill to appropriate bank statement).
- g. If you currently do not have a Purchasing Card, contact Purchasing (x2693) to obtain information about requesting a Purchasing Card. For more information about the program, see <http://www.uwgb.edu/purchasing/purchasing-card/>.
- h. The following form must be used to reimburse the University for non-permissible personal calls dialed or received on a State-owned cell phone. Please use this form in lieu of the Deposit Slip Form: [Reimbursement Form for Personal Use of State-Owned Cellular Phone](#) The frequency that reimbursement must be made will be decided by the Area Leader, however, it cannot be less than semi-annually.
- i. Contact the Purchasing Department (purchasing@uwgb.edu or x2598) to request information regarding a cell phone upgrade. If upgrading from standard equipment, prior written approval from your supervisor is required.

Reference info: Wisc. DOA, State Bureau of Procurement: [Cell Phone Contract](#).

JUSTIFICATION OF NEED FORM

2. Provide Justification of Need for Cellular Service and the Impact on Job Performance:

(Ex. Employees who travel or have job responsibilities that include being outside of the office or are on-call for extended periods, etc.)

3. Justification if requesting texting or data capabilities:

4. Supervisor Agrees To:

- Authorize the purchase of business cellular services when the required criteria are met; accept responsibility for reviewing the charges with the cellular user on a monthly basis. In lieu of personal meetings, the monthly cell phone bill review may be handled via inter-campus mail using the following procedure:

The cell phone user must forward a copy of the cell phone bill to their supervisor on a monthly basis. A notation must be made on the bill using one of the following statements:

- a. "No personal calls were made"; cell phone user's signature & date must be included.
 - b. "Personal calls were made and are marked with an asterisk"; cell phone user's signature and date must be included along with a copy of the completed UW-Green Bay Personal Cellular Phone Use Reimbursement Form (Bursar signature on bottom of page) for personal use of state-owned property.
- Review individual cell phone assignments on an annual basis to determine if there is a continuing need and if it is cost-justified.

Employee Signature

Date

Supervisor and Department Head Name and Signature(s)

Date
