



Cellular and Other Mobile Computing Devices and Procedure Summary

Employee Responsibilities:

- Ensure that the device is available for service during applicable business hours and as needed.
- Monthly: review and initial statement of monthly charges and identify any use not permitted; submit invoice to supervisor for approval.
- Immediately return the device upon request by the employee's supervisor or upon resignation/termination of employment.
- Comply with the provisions in Minnesota State System Procedure 5.22.2, Cellular and Other Mobile Computing Devices.
- Annually: review and complete Authorization and Annual Review for Cellular and Other Mobile Computing Devices form.

Supervisor Responsibilities:

- Monthly review of employee's cellular charges.
- Annual review of Authorization and Annual Review for Cellular and Other Mobile Computing Devices form. If approved, forward to Administration for final approval.
- Maintain annual documentation of Authorization and Annual Review for Cellular and Other Mobile Computing Devices form, making available to authorized administrators upon request.
- Notify Administration regarding plan termination when business need no longer exists.
- Ensure devices are returned to appropriate area upon plan termination or upon employee's resignation/termination of employment. Cellular devices are returned to the Director of Purchasing and other devices are returned to the Technology Resource Center (TRC).

Administrative Responsibilities:

- Annual review of departments Authorization and Annual Review for Cellular and Other Mobile Computing Devices form(s) ensuring continued need for plan, and compliance with Minnesota State System Procedure 5.22.2.
- Completed forms should be returned to Business Services, attention of Director of Purchasing, IL 139.

NOTE: Authorized Administrators are members of the President's Cabinet