



employee last name: _____

employee first name: _____

AUTHORIZATION / ANNUAL REVIEW

Cellular and mobile computing devices and plans

A college, university, or the system office may provide a cellular device or a mobile computing device, or other wireless communication service plans to an employee if it is determined by the college, university, or the system office to be a necessary business expense under one or more of the following criteria. Please describe as applicable.

- Availability of device and service is integral to the performance of specific duties within the employee's job description. Explain:

- A substantial portion of the employee's work is conducted outside of the building or buildings where the employee is assigned to work. Explain:

- The employee does not have an assigned office or workspace and needs to be contacted on a regular basis by the college, university, or system office constituents for assigned services or to provide needed information. Explain:

- It is a job requirement that the employer be able to reach the employee outside of the employee's normal work hours. Explain:

- The mobile computing device is for use by a faculty or staff member and is intended to replace or complement a desktop computer. Explain:

Device: _____ Is a cellular plan needed: _____

Cost Center paying for all charges: _____

I verify that the cellular/mobile device and service is needed as described above and authorized under Minnesota State Colleges and Universities Policy 5.22 and Cellular and Other Mobile Computing Devices Procedure 5.22.2.

Employee's Signature date

Supervisor's Signature date

After this has been signed please go to ["Request a Cellular or Mobile Computing Device"](#) and select "Request Service" and upload/attach this form in the request.