

### **CELLULAR PHONE REPLACEMENT/RETURNED POLICY**

The employee returning a cell phone must turn it in to Information Technology. The following steps must be followed in the return process:

1. Indicate the cause of the return.
2. Prepare and submit the Request for Replacement/Returned Cell Phone form with the proper signatures from supervisor and Information Technology to the Office of Business and Finance.
3. Information Technology must obtain approval to order a new cell phone from the Vice President for Business and Finance.
4. Upon receiving the approval from the Vice President for Business and Finance, Information Technology contacts the cellular phone representative and obtains a replacement, if necessary.
5. If a replacement cell phone is ordered, the Administrative Secretary for Business and Finance must make sure that the employee completes and re-read the cellular phone Guidelines as outlined in the Fiscal Policies and Procedure Manual.
6. The Administrative Secretary will submit a memo to the Vice President for Business and Finance requesting approval to delete the cell phone and have it destroyed by the Director of Property Accountability.
7. The Director of Property Accountability will pick up the cell phone from Information Technology, remove the MVSU Property Tag, destroy the cell phone and submit a copy of the Request for Replacement/Returned Cell Phone form, and the original property tag to the Property Accountant, who will process the paper work and delete item from inventory.
8. If a cell phone is replaced, the replacement is delivered to Information Technology to be programmed. After programming, the cell phone is returned to Property Accountability to be tagged with an MVSU Inventory number before it is issued to the requestor.
9. Property Accountability receives the original fully executed Request for Replacement/Returned Cell Phone form. A copy will be sent to the employee, Information Technology, Department Supervisor, and a copy is retained by the Administrative Secretary for Business and Finance.

I \_\_\_\_\_, have read the Cellular Phone Replacement/Returned Policy and acknowledge that I fully understand the steps involved in replacing/returning a cell phone.

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