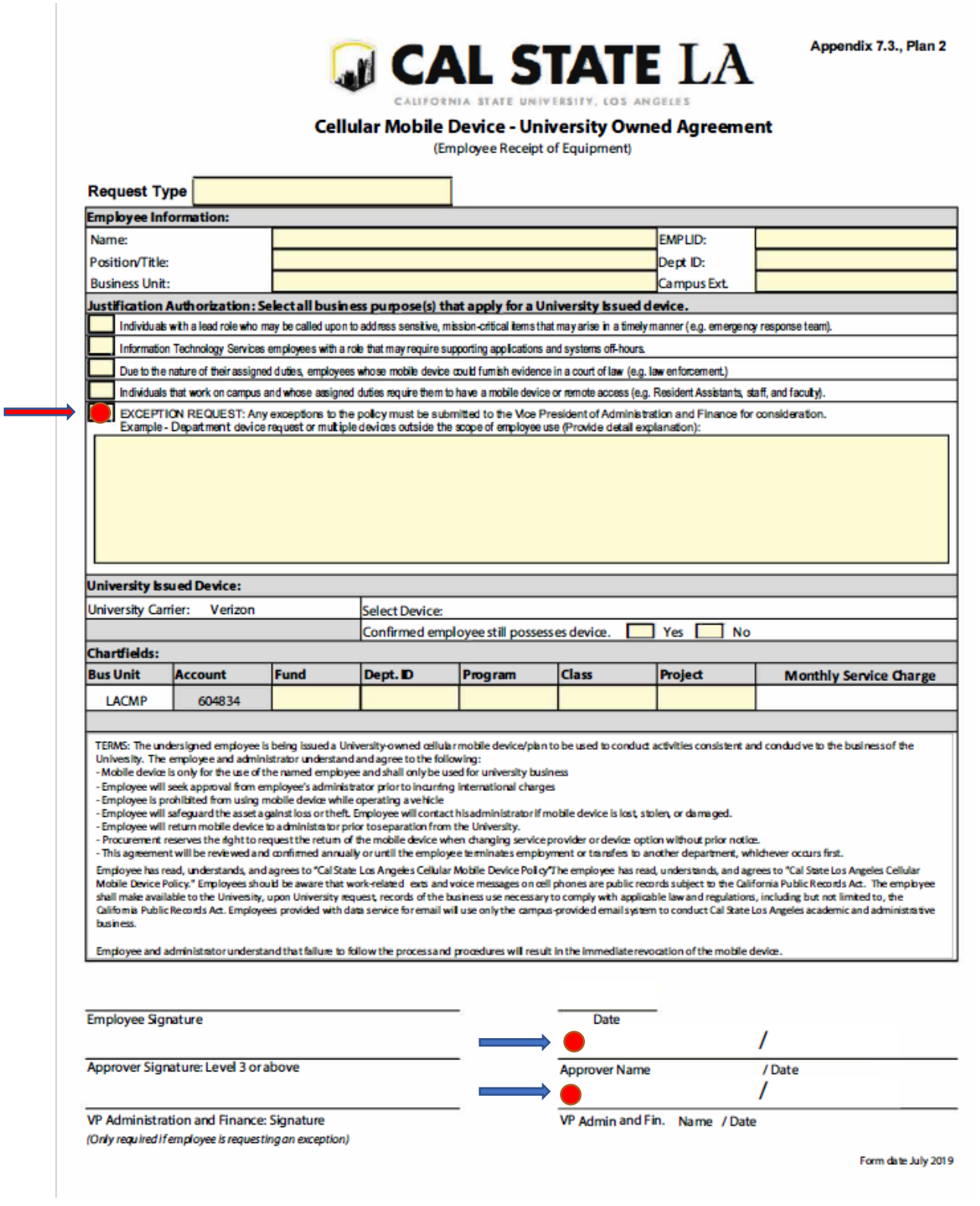
CAL STATE LA
WORKFLOW & SAMPLE GUIDE

Campus-Issued Cellular Mobile Device Agreement

VP Administration & Finance Signature is REQUIRED if 'EXCEPTION REQUEST' checkbox is checked. User must provide detailed explanation and name of said VP Admin & Finance as well as the users Approver.



CAL STATE LA
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Appendix 7.3., Plan 2

Cellular Mobile Device - University Owned Agreement
(Employee Receipt of Equipment)

Request Type

Employee Information:

Name:		EMPLID:	
Position/Title:		Dept ID:	
Business Unit:		Campus Ext.	

Justification Authorization: Select all business purpose(s) that apply for a University Issued device.

- ☐ Individuals with a lead role who may be called upon to address sensitive, mission-critical items that may arise in a timely manner (e.g. emergency response team).
- ☐ Information Technology Services employees with a role that may require supporting applications and systems off-hours.
- ☐ Due to the nature of their assigned duties, employees whose mobile device could furnish evidence in a court of law (e.g. law enforcement.)
- ☐ Individuals that work on campus and whose assigned duties require them to have a mobile device or remote access (e.g. Resident Assistants, staff, and faculty).
- ☐ EXCEPTION REQUEST: Any exceptions to the policy must be submitted to the Vice President of Administration and Finance for consideration.
  Example - Department device request or multiple devices outside the scope of employee use (Provide detail explanation):

University Issued Device:

University Carrier: Verizon	Select Device:
	Confirmed employee still possesses device. ☐ Yes ☐ No

Chartfields:

Bus Unit	Account	Fund	Dept. ID	Program	Class	Project	Monthly Service Charge
LACMP	604834						

TERMS: The undersigned employee is being issued a University-owned cellular mobile device/plan to be used to conduct activities consistent and conducive to the business of the University. The employee and administrator understand and agree to the following:
- Mobile device is only for the use of the named employee and shall only be used for university business
- Employee will seek approval from employee's administrator prior to incurring international charges
- Employee is prohibited from using mobile device while operating a vehicle
- Employee will safeguard the asset against loss or theft. Employee will contact his administrator if mobile device is lost, stolen, or damaged.
- Employee will return mobile device to administrator prior to separation from the University.
- Procurement reserves the right to request the return of the mobile device when changing service provider or device option without prior notice.
- This agreement will be reviewed and confirmed annually or until the employee terminates employment or transfers to another department, whichever occurs first.

Employee has read, understands, and agrees to "Cal State Los Angeles Cellular Mobile Device Policy" The employee has read, understands, and agrees to "Cal State Los Angeles Cellular Mobile Device Policy." Employees should be aware that work-related texts and voice messages on cell phones are public records subject to the California Public Records Act. The employee shall make available to the University, upon University request, records of the business use necessary to comply with applicable law and regulations, including but not limited to, the California Public Records Act. Employees provided with data service for email will use only the campus-provided email system to conduct Cal State Los Angeles academic and administrative business.

Employee and administrator understand that failure to follow the process and procedures will result in the immediate revocation of the mobile device.

Employee Signature _____ Date _____ /

Approver Signature: Level 3 or above _____ Approver Name _____ / Date /

VP Administration and Finance: Signature _____ VP Admin and Fin. Name / Date
(Only required if employee is requesting an exception)

Form date July 2019

CAL STATE LA
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Cellular Mobile Device - University Owned Agreement

(Employee Receipt of Equipment)

Request Type New

Employee Information:

Name:	Jane Doe	EMPLID:	55555555
Position/Title:	CEO of Testing	Dept ID:	999999999
Business Unit:	LACMP	Campus Ext.	1-2534

Justification Authorization: Select all business purpose(s) that apply for a University Issued device.

- [x] Individuals with a lead role who may be called upon to address sensitive, mission-critical items that may arise in a timely manner (e.g. emergency response team).
- [x] Information Technology Services employees with a role that may require supporting applications and systems off-hours.
- [x] Due to the nature of their assigned duties, employees whose mobile device could furnish evidence in a court of law (e.g. law enforcement.)
- [ ] Individuals that work on campus and whose assigned duties require them to have a mobile device or remote access (e.g. Resident Assistants, staff, and faculty).
- [x] EXCEPTION REQUEST: Any exceptions to the policy must be submitted to the Vice President of Administration and Finance for consideration.
Example - Department device request or multiple devices outside the scope of employee use (Provide detail explanation):

Example
Business services is requesting 12 mobile devices for scanning tickets using ITS approved software.

University Issued Device:

University Carrier: Verizon

Select Device: Galaxy A12

Confirmed employee still possesses [illegible] ☐

Chartfields:

Bus Unit	Account	Fund	De		Cla	ject	Monthly Ser
LACMP	604834		555				$100.00

FA

SAMPLE

[illegible]igned employe[illegible] University-ov[illegible] to be used [illegible] activities consistent and conducive to the business of the [illegible]y.
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dev[illegible]nly for the use o[illegible]ee and shall [illegible]ess
[illegible]e will seek approval from [illegible]e's [illegible]rator prior to [illegible]
[illegible]hibited from using [illegible]perating a [illegible]
- E[illegible]rd the asset a[illegible]ployee will [illegible]his a[illegible]strator if mobile device is lost, stolen, or damaged.
- Employ[illegible]bile device[illegible]o separatio[illegible]he University.
- Procurement [illegible] right to r[illegible] retu[illegible]obile device when changing service provider or device option without prior notice.
- This [illegible]ent [illegible]iewed and[illegible]d an[illegible] or until the employee terminates employment or transfers to another department, whichever occurs first.

Empl[illegible]read[illegible]ands, and [illegible]s to "Cal State Los Angeles Cellular Mobile Device Policy"The employee has read, understands, and agrees to "Cal State Los Angeles Cellular Mobil[illegible]loyees should be aware that work-related [illegible]exts and voice messages on cell phones are public records subject to the California Public Records Act. The employee shall ma[illegible]the University, upon University request, records of the business use necessary to comply with applicable law and regulations, including but not limited to, the California Public Records Act. Employees provided with data service for email will use only the campus-provided email system to conduct Cal State Los Angeles academic and administrative business.

Employee and administrator understand that failure to follow the process and procedures will result in the immediate revocation of the mobile device.

Jane Doe
Jane Doe (Oct 11, 2023 16:17 PDT)
Employee Signature

11/10/2023
Date

John Jacob
John Jacob (Oct 11, 2023 16:20 PDT)
Approver Signature: Level 3 or above

FA
FA

John Jacob / 11/10/2023
Approver Name / Date

PARTICIPANT IS NOW REQUIRED
VP Administration and Finance: Signature
(Only required if employee is requesting an exception)

PARTICIPANT IS NOW REQUIRED
VP Admin and Fin. Name / Date