

**OKLAHOMA CITY UNIVERSITY  
EMPLOYEE AGREEMENT  
CONCERNING THE USE OF ELECTRONIC COMMUNICATIONS RESOURCES**

*[A signed original of this form must be forwarded to Gerry Hunt, Chief Information Officer]*

Employee Name (Print): \_\_\_\_\_

Employee E-mail: \_\_\_\_\_

Employee Work Phone: \_\_\_\_\_

Employee Title: \_\_\_\_\_

University Department/School: \_\_\_\_\_

Employee Banner ID: \_\_\_\_\_

**Select one:**

\_\_\_\_\_ I certify that I am the recipient of the following University-provided cellular phone or other portable electronic communications device:

\_\_\_\_\_

\_\_\_\_\_ Please include model and serial number, if applicable.

**OR**

\_\_\_\_\_ I certify that I have been approved to receive reimbursement for business utilization of the following personal cellular phone or other portable electronic communications device:

\_\_\_\_\_

\_\_\_\_\_ Please describe the device for which usage will be reimbursed.

- I acknowledge that I have read the University policy concerning Cellular Phones and Other Portable Electronic Resources – Acquisition and Usage, and I agree to all terms and conditions of that policy.
- I agree that the equipment described above and related services are to be acquired and used for the efficient conduct of official University business, with only incidental personal use that incurs no noticeable incremental cost to the institution. I understand that the University reserves the right to terminate my use of a University-owned electronic communications device or to switch my authorization to the reimbursement method if I use the device in a way that results in noticeable incremental personal cost to the University.
- I understand that I am responsible for safeguarding the electronic communications equipment and services and for controlling the use of the equipment. If a University-owned cellular phone or other portable electronic communications device is lost or stolen, I will immediately report the loss or theft of such equipment to the office of the Chief Information Officer.
- I will operate vehicles in a safe and prudent manner. I understand that the University requires employees to comply with all applicable laws while driving. I understand that use of a cellular phone

or other mobile communications device in any manner contrary to local, state, or federal laws will result in the immediate termination of cellular phone reimbursement or termination of the use of University-owned equipment.

- I understand that authorization for use of University-owned portable communications equipment, or authorization for reimbursement for use of personal portable communications equipment, is based on an employee's job duties, and I understand that my authorization may be discontinued if my job responsibilities change. I understand that I must return University-owned communications devices to the University when such devices are no longer needed and/or when I separate from employment with the University. If the University determines that there is no longer a business need for me to use the equipment described above for University business, I will promptly return any University-owned equipment or discontinue claims for reimbursement. Likewise, if I separate from University employment, I will promptly return University-owned equipment to my supervisor.
- I understand that when employees are assigned University-owned communications devices, the call detail records generated from assigned devices are considered business records of the University. I understand that all charges for communications devices provided by the University are subject to audit for personal use. I further understand that audits may be conducted periodically and will be unannounced. I understand that it is my responsibility to substantiate business usage of mobile communications devices.
- I understand that a claim for reimbursement for use of a personal communications device must be accompanied by the detailed invoice for the device and related service, including call detail, and by proof of payment of the invoice. I understand that all invoices presented for reimbursement are subject to audit for personal use. I further understand that audits may be conducted periodically and will be unannounced. I understand that it is my responsibility to substantiate business usage of mobile communications devices.
- I understand that employees shall not charge applications, music, or other add-ons to the University without separate authorization, in advance, from the appropriate dean, vice president, or department head.
- I understand that all records related to the purchase, use, and disposition of University-owned equipment and services, including cell phone statements and text messages, are the property of the University.
- I understand that if I am authorized to be reimbursed for business usage of personal mobile communications devices, my reimbursement cannot exceed the Monthly Cell Phone Reimbursement Limit established by the Chief Information Officer of the University.
- I understand that I am prohibited from charging a personal cell phone or other electronic communications device to a University purchasing card.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Dean, Vice President, or Department Head:

\_\_\_\_\_ Date: \_\_\_\_\_