

## **Mobile Device & Service Plan Purchase Request Authorization Form Procedures**

Use page two of this document to request authorization for purchases that meet the requirements of [Section 8.7 Cell Phone and Data Plan Business Expenses](#) of the OBFS Policies and Procedures manual.

The University of Illinois no longer allows salary stipends, expense reimbursements, or payments on behalf for faculty and staff (via Purchase card or direct bill to the University) to cover costs associated with use of personal cell phones, data plans, or other equipment with cellular connectivity used in the course of performing University-related business. There are no exceptions to this policy change although some mobile communication and or data/Internet business expenses *incurred while in travel status* may be paid through the travel reimbursement process.

With appropriate executive authorization (deans, vice chancellors, associate chancellors, vice provosts), units may purchase mobile communications equipment and related service plans for individual employees or groups of employees who will use the equipment solely for university business purposes. It is within the discretion of a unit to determine whether there is a business need and funds available to support any expenses associated with mobile communications purchases.

UIC Technology Solutions handles the management and administration of cell phone and mobile data plans centrally contracted through the state of Illinois. Follow the prescribed purchasing procedure to coordinate the purchase of all equipment and services through Technology Solutions. For a detailed list of equipment available and a summary of the request process detailed in this procedure, please visit [it.uic.edu/mobile-device-options](http://it.uic.edu/mobile-device-options).

### **Procedure (Brief summary available at [How do I request a new mobile device?](#))**

Complete the following Authorization Form to purchase mobile communications equipment and service plan for an employee or groups of employees that will share usage:

- Describe how the employee's job requirements justify the purchase of a University-issued mobile device and/or service plan, their estimated costs, and appropriate C-FOAP information.
- Note the name of the executive level approval for this purchase and retain documented evidence of this approval in your unit, to be made available upon request.
- Once this Authorization Form is approved, visit [it.uic.edu/service/mobile-devices](http://it.uic.edu/service/mobile-devices) and select Request Mobile Device to complete the online Mobile Device Request Form. This Authorization Form will need to be attached as part of the process. Technology Solutions will handle authentication and approval before sending requests onto providers for order fulfillment. Devices will be delivered to Technology Solutions and the accounts will be registered in UIC's telecommunications management billing system. When the device is available for pick-up, the department contact will be notified.
- Once the equipment is received, the department head is required to:
  - Monitor the use of individual and group equipment/services to ensure the use is restricted to approved business purposes.
  - Promptly notify Technology Solutions regarding service discontinuation and follow return/disposal procedures as required by the provider and or property accounting requirements when there is no longer a business need for the mobile communications device. Any charges associated with early discontinuation of services will be the responsibility of the department.



# Mobile Device & Service Plan Purchase Authorization Form

Name of Unit/Department Requesting Purchase Approval: \_\_\_\_\_

Name of Unit/Department Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Mail Code: \_\_\_\_\_

Will the device be assigned to a specific employee? If so, please provide the name, title, email, and UIN below:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ UIN: 

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Describe the job requirements that justify purchase of a University-issued mobile device:

Provide detailed description of products/services requested and estimated costs:

Charges are authorized against the following C-FOAP:

Chart	Fund	Org Unit	Program
2			

*Note: Account Code depends on the cost 126101 (\$100-\$499); 127101 (\$500 - \$4,999)*

## College Dean/Director or Above Approval and Signature

Name of Executive Level Approver: \_\_\_\_\_

Title of Executive Level Approver: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Submit this completed and approved form at [it.uic.edu/service/mobile-devices](http://it.uic.edu/service/mobile-devices) as part of the process of filling out the online Mobile Device Request Form.