

Cell Phone & Data Plan Purchase Request Approval Procedures

Use page two of this document to request approval 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 approval (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.

Procedure

To purchase mobile communications equipment/service plans for an employee or groups of employees that will share usage use this form to document compliance with the following procedural requirements:

1. Describe how the employee's job requires the use of mobile communications equipment and/or data or Internet service plans.
2. Note the name of the executive level approval for this purchase and agree to retain documented evidence of this approval in your unit, to be made available upon request by central administration.
3. UIC Academic Computing & Communication Center (ACCC) handles the management and administration of cell phone and mobile data plans centrally contracted through the state of Illinois. Coordinate all purchases of equipment and services through ACCC, following prescribed purchasing procedures. For a detailed list of equipment available, please visit <https://acc.uic.edu/service/mobile-phones>. Questions can also be directed to 312-413-2720.
4. Send an email to cellphones@uic.edu with the completed authorization form attached. ACCC will handle authentication and approval before sending requests onto providers for order fulfillment. Devices will be sent to ACCC and the accounts are registered into UIC's telecommunications management billing system. Once completed, the department contact will be notified to pick up the device.
5. Once 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 ACCC 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.



Cell Phone & Data Plan Purchase Request Approval Form

Name of Unit/Department Requesting Purchase Approval: _____

Name of Unit/Department Contact Person: _____

Email: _____ Phone: _____

Campus Address: _____ Mail Code: _____

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

First Name: _____ Last Name: _____

Email: _____ Phone: _____ UIN: _____

Describe the job requirements that justify purchase of a university-issued phone:

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

Charges are authorized against the following C-FOAP:

Chart	Fund	Org Unit	Program
<i>Note: Account Code depends on the cost 126101 (\$100-\$499); 127101 (\$500 - \$4,999)</i>			

UIC College Level Chief Executive Approval and Signature

Name of Executive Level Approver: _____

Title of Executive Level Approver: _____

Signature: _____

Date Approved: _____

Email the completed form to cellphones@uic.edu