



# 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.



Appendix 7.3., Plan 2

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

Request Type

|                              |                      |             |                      |
|------------------------------|----------------------|-------------|----------------------|
| <b>Employee Information:</b> |                      |             |                      |
| Name:                        | <input type="text"/> | EMPLID:     | <input type="text"/> |
| Position/Title:              | <input type="text"/> | Dept ID:    | <input type="text"/> |
| Business Unit:               | <input type="text"/> | Campus Ext. | <input type="text"/> |

**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):



|   |                                     |
|---|-------------------------------------|
| <b>University Issued Device:</b>  |                                     |
| University Carrier: Verizon   | Select Device: <input type="text"/> |
| Confirmed employee still possesses device. <input type="checkbox"/> Yes <input type="checkbox"/> No |                                     |

| <b>Chartfields:</b> |         |      |          |         |       |         |                        |
|---------------------|---------|------|----------|---------|-------|---------|------------------------|
| 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 _____<br><i>(Only required if employee is requesting an exception)</i> | VP Admin and Fin. Name _____ / Date _____ |



## Cellular Mobile Device - University Owned Agreement

(Employee Receipt of Equipment)

Request Type

|                              |                |             |           |
|------------------------------|----------------|-------------|-----------|
| <b>Employee Information:</b> |                |             |           |
| 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.**

- 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):

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

|  |                           |
|--|---------------------------|
| <b>University Issued Device:</b>                                   |                           |
| University Carrier: Verizon  | Select Device: Galaxy A12 |
| Confirmed employee still possesses device <input type="checkbox"/> |                           |

| Chartfields: |         |      |      |       |        |                 |
|--------------|---------|------|------|-------|--------|-----------------|
| Bus Unit     | Account | Fund | Dept | Class | Object | Monthly Service |
| LACMP        | 604834  |      | 5555 |       |        | \$100.00        |

The University assigned employee to use the University-owned mobile device to be used for activities consistent and conducive to the business of the University. The employee and administrator have read and agreed to the following terms and conditions. The employee shall use the mobile device only for the use of business and shall not use the device for personal or commercial purposes. The employee will seek approval from the administrator prior to using the device for any other purpose.

- The employee is prohibited from using the device for operating a vehicle.
- The employee shall be responsible for the device and shall notify the administrator if mobile device is lost, stolen, or damaged.
- Employee shall return the mobile device upon separation from the University.
- Procurement has the right to return the mobile device when changing service provider or device option without prior notice.
- This agreement shall remain in effect 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.

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

Employee Signature

John Jacob  
John Jacob (Oct 11, 2023 16:20 PDT)

Approver Signature: Level 3 or above

**PARTICIPANT IS NOW REQUIRED**

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

11/10/2023

Date

John Jacob / 11/10/2023

Approver Name / Date

**PARTICIPANT IS NOW REQUIRED**

VP Admin and Fin. Name / Date