

EQUIPMENT AND SUPPLIES MANAGEMENT:
AUTHORIZED USE OF EQUIPMENT AND SUPPLIES

CMB
(REGULATION)

CELLULAR
TELEPHONES
BELONGING TO THE
DISTRICT

A cellular telephone may be issued to an employee, as designated by the superintendent, to be used for business purposes.

When an employee accepts a District cellular telephone, he or she will provide written assurance of financial responsibility for any personal long distance, personal roaming or personal calls charged in excess of allotted minutes.

BILLING
PROCEDURES

On a monthly basis, the business office will provide the cellular telephone user with an itemized list of charges to his or her telephone. The employee will note all personal charges on the statement, sign the statement and submit it along with the payment to the business office within ten (10) days following receipt of the statement. If there are no personal charges on the statement, the employee will note that on the statement, sign and return it to the business office with in ten (10) days.

An employee with outstanding charges for personal or non-business calls or who fails to return the signed statement that no personal charges were made during the reporting period, will have cellular telephone privileges removed and may face other disciplinary actions as provided in Board Policy.

Date Issued: July 10, 2002

Statement of Payment Assurance
Cellular Telephone Usage
CMB (REGULATION)

Re: Cellular Telephone Number: _____

By accepting the above identified, district-provided cellular telephone, my signature below indicates the following:

1. I have been informed of the provisions of CMB (REGULATION) regarding personal, non-business use of the District's cellular telephone.
2. I will reimburse the district for all personal, non-business related calls that appear on the monthly statement for the telephone issued to me; and
3. I will comply with the timelines established in the policy.

Employee Signature: _____

Employee Name (Please Print): _____

Campus/Department Assignment: _____

Date: _____