

MONROE CAREER AND TECHNICAL INSTITUTE

CELL PHONE USE AGREEMENT

Procedure for Policy 712

I understand and agree to abide by the Monroe Career and Technical Institute Cell Phone Policy and have checked below the cell phone option I prefer.

1) _____ Business Use Only

By choosing option #1, I understand that the Monroe Career and Technical Institute cell phone is for School business only, and personal use will be limited to two calls per day. Invoices will be reviewed monthly and I will be charged for any additional costs over the limit, incurred under my cell telephone number.

2) _____ Business and Personal Use

By choosing option #2, I understand that the Monroe Career and Technical Institute cell phone invoices will be reviewed monthly and I will be charged for all personal minutes used under my cell telephone number at the current rate established by the Business Office.

Employee Name (Print)

Date Signed

Employee Signature

Cell Phone Number

CELL PHONE ADMINISTRATIVE PROCEDURES

The following administrative procedures will go into effect upon approval:

1. All School owned cellular phone contracts will be managed by the Business Office to insure the value and economy of the plans are appropriate.
2. Copies of the bills will be distributed to each user monthly.
3. Each user will review the bills for personal calls and reimburse the School for all personal minutes used.
4. The Business Office has established a cost/minute for reimbursement at six cents per minute per call as of 10/1/2008. This rate will be assessed to all users of School owned cell phones.
5. The cost/minute will be reviewed and adjusted annually to reflect changing rates and plans.
6. Users should sign each monthly bill indicating they have reviewed it for personal calls and return it to the Business Office with a check made out to the Monroe Career & Technical Institute for all personal calls.