

Wireless Service Exception Form

This request, if approved, will allow for the provision of wireless service(s) and/or device(s) at the University's expense, and shall be considered an exception to the SOU Wireless Services Allowance Policy. In these cases, usage should be limited to official SOU business only and all expenses covered by the appropriate department. In addition, each transaction must be itemized as to whether the call is personal or business, and all business calls must show a brief purpose noted. Employees are responsible for reimbursing the University for all personal calls based on a pro-rata share of the cell phone plan (see Wireless Services Procedure for details on how to calculate reimbursements) prior to the University processing payment to the service provider. Business Services shall audit these records on a periodic basis to ensure compliance.

Department

Index Code

Department Contact

Department Phone Number

Monthly Service Plan Amount

Monthly Data Plan Amount

Plan Description

Employee Name(s)

Describe the specific need for the exception:

Business Services Office must be notified immediately if plan costs or details change.

Requester Date

As Department Chair, Director, Dean, or Vice President, I verify that the employee(s) and department listed above are submitting a request for exception to the SOU Wireless Services Allowance Policy based on unique circumstances as noted. If this request is approved, the University agrees to sponsor this plan and/or device and its related expenses in full.

Dean/Director Date

Vice President Date

Vice President for Finance and Administration Date

The signed copy of this form will be returned to the Dean/Director as notification of approval. If approval is not granted a copy will be returned with an explanation of why the request was not granted.