

## COMMUNICATION SERVICE USAGE AGREEMENT

(Maintain in Department Personnel Files)

### REQUESTOR INFORMATION

|             |                |
|-------------|----------------|
| Name:       | Title:         |
| Department: | Office Phone # |

### EQUIPMENT INFORMATION

|   |         |
|---|---------|
| Manufacturer & Model Number of Equipment: | Phone # |
| Accessories Received:                     |         |

- The University is providing me with this mobile phone, pager, or other communication equipment for the sole purpose of enabling me to perform my job duties.
- Personal use of this equipment is not allowed. *(NOTE: Departments may add a statement that occasional personal use is acceptable as long as the personal use is minimal and does not result in additional charges to the University.)*
- If the equipment is lost or damaged, I understand that I may be required, at the discretion of the department, to pay for the replacement equipment.
- If I terminate my employment with this department, all equipment will be returned to the department as part of the termination process.
- The University has the right to review bills for communication services plans.

*By signing this form, I acknowledge receipt of equipment and agree to the Communication Service Usage Agreement.*

|                   |      |
|-------------------|------|
| Sign              | Date |
| Print Name /Title |      |