

CELLULAR WIRELESS TELEPHONE EXTENDED LOAN REQUEST

Computing and Communication Services

(Please print all information below)

Requestor Name _____ Today's Date _____
Department _____ Campus Telephone: _____
Dates of Use: **Start Date** _____ **End Date** _____
Rationale for request of cellular phone _____

Please pick up and return cellular telephone from the Computing and Communication Services - Telecommunication Manager. Employee is responsible to acquire permission from their supervisor in advance for the loan of the cellular telephone.

Urgent Safety Notice:

- Employees are expected to refrain from using the cellular phone while driving.
- If acceptance or placement of call is unavoidable, pull off to the side of the road and safely stop vehicle before using the cell phone. If pulling over is not an option use hands-free options if available.
- Refrain from discussion of complicated or emotional discussions. Keep eyes on the road.
- Use special care where there is traffic, inclement weather or unfamiliar territory.
- Employees are not permitted to place themselves at risk to fulfill business needs.
- Obey all local, state, and federal laws that apply to the use of cellular phones or cellular service.
- Employees who are charged with traffic or any violations resulting from the use of their cellular phone while driving will be solely responsible for all liabilities that result from such actions.

Cellular Telephone Terms and Conditions:

By signing this agreement, employee agrees to the following terms and conditions:

- This cellular wireless telephone will be used for ESU business
- This wireless telephone will only be used in the absence of availability of a regular telephone
- If the wireless telephone is used for EMERGENCY personal use, employee agrees to reimburse the university for all costs which include air time minutes and long distance charges if applicable.
- Employee will contact Computing and Communication Service Telecom Manager with dates and times of emergency use for future billing purposes.
- Payment for charges will be made 30 days after receipt of bill from Office of Telecommunications. Check should be made payable to ESU Business Office.
- Employee agrees to return the cellular telephone in the agreed upon time frame, or upon request by the Computing and Communication Services Telecom Manager or upon leaving the employment of East Stroudsburg University.
- If equipment is lost or stolen, employee will immediately report to the Computing and Communication Services Telecommunication Manager by calling 570-422-3793. Employee will also report to ESU PD lost or stolen cellular equipment within 2 days. Employee must follow-up with letter detailing incident and any police reports within 5 days.

I understand that with my acceptance of this cellular wireless telephone, I agree to all of the above terms, conditions and regulations as noted above.

Signature of Requestor

Date Signed

Office Use Only

Cell Phone Sign Out:

Cell Phone Number Issued (570) _____ Date _____

Cell Phone Accessories Provided: _____

Cell Phone Issued by : _____ (Computing and Communication Service Telecom Mgr.)

Cell Phone Return:

Date: _____

Checked in by: _____