

# CELLULAR WIRELESS TELEPHONE SHORT TERM LOAN REQUEST

## COMPUTING AND COMMUNICATION SERVICES

(Please print all information below)

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

*Please pick up and return cellular telephone from Computing and Communication Services. 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, keep the call short or 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.
- If using phone and not required to drive vehicle, exercise caution and abide by above provisions.
- Employees who are charged with traffic 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 Office of Telecommunications with dates and times of emergency use for future billing purposes.
- Payment for charges will be made 30 days after receipt of bill from Computing & Communication Services. Check should be made payable to ESU Business Office.
- Employee agrees to return the cellular telephone in the agreed upon time frame.
- If equipment is lost or stolen, employee will immediately report to the Computing and Communication Services by calling 570-422-3794. Employee will also report to ESU PD lost or stolen cellular equipment. Employee must follow-up with letter detailing incident.

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 \_\_\_\_\_

Check the following boxes as tasks completed:

Initials of Computing & Computing Services Employee

- ☐ Loan noted on On-Time System \_\_\_\_\_
- ☐ Verified that all items were in bag: telephone, a/c charger, car adapter, user guide \_\_\_\_\_

#### **Cell Phone Return:**

Check the following boxes as tasks completed:

Initials of Computing & Computing Services Employee

- ☐ Actual date of return of Cell Phone \_\_\_\_\_
- ☐ Verified that all items were in bag: telephone, a/c charger, car adapter, user guide \_\_\_\_\_
- ☐ Return of equipment noted on On-Time System \_\_\_\_\_
- ☐ Battery was charged prior to replacing cell phone bag in closet \_\_\_\_\_
- ☐ Completed form is to be filed in Secretary drawer in file labeled "Cellular-Short Term" \_\_\_\_\_