

**TENNESSEE TECHNOLOGICAL UNIVERSITY
CELLULAR SERVICE AGREEMENT**

(Form Revised 10/22/14)

- University policy requires that all service plans, equipment and accessory purchases, service problems, and billing issues be processed by the Telecommunications staff. Procard purchases require prior written approval.
- Personal purchases for accessories shall not be considered a reimbursable expense.
- University policy requires employees using company cell phones to use them in a safe manner at all times. The signature of approving Vice President is required to establish new service or upgrade to a smart device.
- All requests for data devices also require a memo which includes justification and the source of funding.
- Employees are required to reimburse the University for personal charges and applicable taxes for usage in excess of the package limits or for any personal roaming charges.
- Users must call 1-800-922-0204 to temporarily suspend service if the cell phone is lost or stolen and/or notify Telecommunications as soon as possible. Telecom staff will order a replacement and reinstate service.
- By signing below you have authorized a minimum one-year contract term and acknowledged you are fully aware of the University's policies with regard to cellular usage and responsibilities.
- Users agree to wipe the assigned device or provide Telecom or Human Resources with user id and passwords prior to leaving the employment of the University.

Indicate the type of service, features and/or changes requested below:

New Service **Plan Change** **Device Upgrade** **Change User Information**

Plan Minutes _____ @ \$ _____ **net per month**
Unlimited Data Plan _____ @ \$ **20.00** **net per month** (All data devices have unlimited data)
iPad Data Plan _____ @ \$ **39.99** **net per month**

Type of Cellular Device _____ (**Flip phone, Smart phone, Mobile Hot Spot**)
Type of Case or Belt Clip _____
Car Charger _____

OPTIONS: Unlimited **Text/Pix/Flix** @ \$10.00 per mo.

_____ _____ _____
Cell User (please print) Index # Campus Phone #

_____ _____ _____
User Signature Date T Number

_____ _____
Academic/Administrative Officer Date

_____ _____
Vice President Date

_____ _____
Cell Phone Number

