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3.465:02 AU Mobile Device Request Form

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REQUEST FOR A VERIZON WIRELESS CELLULAR PHONE FOR BUSINESS ONLY

Antioch University is pleased to provide you with a University cellular phone. This cellular phone represents Antioch University's trust in you and your empowerment as a responsible agent to safeguard and protect our assets.

I _____, agree to use this cellular phone for Antioch University business purposes only and agrees not to use for personal calls or text messages. I understand that Antioch University will audit the use of this cellular phone and report any discrepancies.
Print name

I further understand that improper use of this cellular phone may result in disciplinary action. I understand that Antioch University may terminate my right to use this cellular phone at any time for any reason. I agree to return the cellular phone to Antioch University immediately upon request or upon termination of employment.

Cellular Phone Holder Name (printed) _____

Signature _____

Date _____

AU ID #: _____ e-mail address: _____

Supervisor's Authorization: (printed) _____

Signature _____

Title _____

Date: _____ Phone: _____

Campus _____ Budget Line _____

Please complete and return via email to University HR.

You will receive your cellular phone via overnight delivery.

=====
Approved: Human Resources: _____ Date: _____
Cellular phone Requested: _____
Cellular phone Received: _____

AGREEMENT FOR PAYROLL DEDUCTION

I, _____, understand and agree that the Verizon Wireless
Print name

Cellular phone issued to me is for **business use only**. I understand and agree that all expenses incurred by me that are not substantiated and approved as Antioch business expenses, must be paid by me to Antioch University within 30 days of receipt of the invoice.

1. If Antioch University has not received payment for the excluded expenses within 30 days, those expenses will be deducted from my paycheck through payroll deduction.
2. If Antioch University has not received receipts for all business expenses within 10 days from receipt of the invoice, it will be assumed that these are personal charges and, all charges, late fees, over-the-credit limit fees, and interest charges will be deducted from my paycheck. I recognize that these charges may not appear until the following invoice period and recognize that a second deduction may be made from my paycheck.
3. If a statement and receipts are turned in late which then results in late fees, over-the- credit limit fees, and/or interest charges I acknowledge that these are my personal expenses. A personal check made payable to Antioch University should be included with the statement on which these charges occur. If a check is not received with the statement, the Business Office is authorized to notify the payroll department to withhold the charges from my paycheck.

I hereby authorize Antioch University to deduct all such amounts from my paycheck and to cease the deduction when the balance of said charges is paid in full. This authorization shall remain in effect until the corporate cellular phone is returned to Antioch University, the account is closed and all outstanding balances are paid.

Signature: _____

Date: _____

A copy of this form should be retained by the Finance Office and the Campus Human Resources Department.