

Department: _____**Name:** _____**Date:** _____**Job Title:** _____**Description of
Cell Phone:** _____**Cell Phone
Number Assigned:** _____**Serial #:** _____**Justification:****I certify that:**

- I have read and agree to the University's Cell Phone Issuance Procedure;
- I understand that I must complete this acceptance agreement form, with prior signature approvals, prior to accepting a UTA issued Cell Phone;
- I am responsible for proper use and acceptance of the terms associated with the particular device;
- I will use the device for job-related purposes (personal use should be limited);
- I must return the device to my applicable Vice President or Dean upon demand, and notify him/her immediately upon damage or loss of the device.
- I am responsible for the cost incurred for replacing the device in the event the damage or loss is my fault;
- I must properly use the device in regards to voice communication and data etiquette during transmission and reception of messages, and adhere to the requirements of the University's Information Technology Security policy while using the personal mobile or electronic messaging device when performing official business;
- I will adhere to the particular rate plan chosen by the University, as deemed appropriate to the user's job function.
- I understand that all data collected or stored by the Cell Phone belongs to the University, and must be properly protected, secured and adhere to University data retention policies.

I have received the aforementioned device and will adhere to requirements above._____
Employee's Signature_____
Date**Approvals:**_____
Supervisor's Signature_____
Date_____
Vice President's or Dean's Signature_____
Date**Original: Vice President or Dean**