

BYU-IDAHO
Request Form For Business Use
Or Subsidized Cellular Telephone

- Instructions: Use this form to acquire a cellular telephone that will be paid for at least partially by BYU-Idaho or to convert a personal use phone to business use.
- Read the attached "BYU-Idaho Cellular Telephone Plan - Terms and Conditions" & "Important Points".
- Return completed form to the Accounting office.
- If form is received by Accounting before noon, activated cellular phone may be picked up at the Cashiers the next working day after noon.
- Vice presidential approval is required for all phones billed all or in part to the University.

Employee Name: _____ I.D. #: _____

Home Address: _____ Home Phone #: _____

RATE PLAN: RCB \$ 5.99 RCZ \$15.98 _____

VOICE MAIL: YES NO _____

Please check the appropriate box and provide the required information.

This phone will be used exclusively for University business and will be paid entirely from the University account indicated below.

This phone will be used for both University business and personal use. The maximum monthly amount to be paid by the University will be \$_____. The balance will be paid from the employee's personal account.

G/L account number for University portion of cost: _____

Business purpose for acquisition of phone: _____

Approvals:

I understand that all or a portion of the cost of this cellular phone will be borne by BYU-Idaho and charged to the account indicated above. I have read the BYU-Idaho Cellular Telephone Plan - "Terms & Conditions" & "Important Points" on the reverse side of this form and agree to be subject to them and all published cellular phone policies and rates as condition of receipt of a cellular phone from BYU-Idaho:

Employee: _____ Date: _____

Director or Division Chairman: _____ Date: _____

Vice President: _____ Date: _____

OFFICE USE ONLY

Serial number of phone: _____ Cellular Phone Number: _____

Activation Submitted:

Date: _____ By: _____

Phone pick up:

Received by: _____ Date: _____

RECIPIENT SIGNATURE

BYU-IDAHO CELLULAR

TELEPHONE PLAN Terms and Conditions

As a condition of receipt of a cellular phone through BYU-Idaho, the employee agrees to be responsible for the phone assigned and agrees to have the costs associated with the use of the phone which are not covered by BYU-Idaho charged to his/her personal account at BYU-Idaho. Charges will be based on the current rates published by BYU-Idaho and may change from time to time. The employee will be responsible for any accessories unless approved and reimbursed as provided for in Section C-2 of the Financial Services Policies and Procedures.

In the event that the employee becomes delinquent in the payment of his/her account by more than 30 days, he/she agrees that amounts may be deducted from his/her compensation at BYU-Idaho to pay any and all delinquent charges on the account.

If service is not maintained under this agreement for at least 12 months, the cellular phone must be returned to the Accounting Office in good condition or the balance of the contract must be paid.

Cellular phone service may be cancelled by BYU-Idaho at any time.

IMPORTANT POINTS ABOUT THE “FREE USE ZONE”

1. Not all calls in the greater Rexburg calling area are free. Only calls that are connected to selected antenna towers.
2. If your phone's display does not show “BYU-Idaho” the call will **NOT** be free, regardless of where you are at the time you are making the call.
3. Radio signal patterns vary from day to day. Calls that are connected to a free tower from a particular location today may connect to a different tower from the same location tomorrow. You must check your display.
4. There will be **NO** Adjustment, Credit or Refund for calls that are disputed as to whether they should have been “Free Use Zone” calls. In addition, neither BYU-Idaho nor Edge Wireless personnel will be able to research questioned calls. If you are not comfortable with this policy, you should reconsider whether you want the “Free Use Zone” option.
5. See the “Cell Phone” link on the BYU-Idaho home page for further details.