

Wireless Communication Device (WCD) Procedures

Policy: <http://finance.kennesaw.edu/docs/wirelessdevicepolicy.pdf>

1. KSU-assigned WCD

A Mobile Request Form must be completed by the employee and approved by the person with budget authority (e.g., Vice President, Dean, School Chair, Department Head, or their designee) and filed within the department.

The completed and signed request must be sent CIO's office at Mail Drop 0103 for final approval for the acquisition of all WCDs.

UITS will contact the requesting office/employee to complete the procurement of the requested cell/smart phone and related data services via statewide contracts for these services, based on an approved copy of the request form.

For positions meeting the requisite criteria, departments should pay for WCDs and monthly services via an approved payment method.

Forms specific to the WCD acquisition procedure are located on the KSU Campus Forms website, <http://campus.kennesaw.edu/forms/>. Select "Mobile Request Form" under University Information Technology Services.

2. Privately-owned WCD/Cellular Telephone and Service

Heads of budgetary units may authorize employees to receive reimbursement for business-related calls made from privately-owned WCDs. Such reimbursements shall be for the cost of business-related calls only and shall not include any portion of the cost of WCD equipment, installation, or basic monthly service fees.

All requests for reimbursement must be submitted through OwlPay and must include a copy of the WCD bill with the business-related calls and charges highlighted in yellow. For calls over \$10.00, the name of person or organization called by the KSU employee and the business purpose of the call must be noted. Business related communications made using minutes or measured service within a user's base service plan will not be reimbursed, pursuant to State of Georgia telecommunications policy.

OwlPay link: <http://finance.kennesaw.edu/accounts payable/owlpay.php>

3. Study Abroad and/or Pre-paid Cellular Devices for International Travel

Requests for issue of cellular telephones for study abroad use must follow the same criteria as state-issued cellular telephones. This requires the phone user to complete the Cellular Request Form and obtain CIO approval prior to purchasing the device. A copy of the approved form is required when submitting a request for reimbursement of the purchase of a cell phone, sim card, or phone card used for international travel.

4. iPad Monthly Data Plans

Due to the prevalence of wireless connectivity on the KSU campus and within the metropolitan Atlanta area, monthly data plans for University-issued iPads are not required and will no longer be a reimbursable expense. In addition, tethering to a University-owned phone for the purpose of sharing a data plan is not allowed. KSU employees and unit approvers must ensure these charges are not included in the invoice for a KSU-assigned WCD prior to a request for reimbursement or payment.