PROCEDURE

Effective Date: January 3, 2017
Approved By: Provost and Vice President, Academic Affairs
Authority: POL-U3000.05

See Also: FRM-U3000.05C Department Wireless Device Check-Out Log

PRO-U3000.05C USING DEPARTMENT WIRELESS DEVICE

Action by: Action:

Wireless Device User
1. Requests wireless device from department’s wireless device Custodian.

Custodian
2. Verifies if individual is a first-time user.

2a. If first-time user, provides user with copy of Managing Wireless Devices policy.

3. Completes Department Wireless Device Check-Out Log.

4. Provides individual with wireless device.

Wireless Device User
5. When done with wireless device, returns device to Custodian.

Custodian

7. Reviews monthly wireless device and wireless service statements from Accounts Payable with check-out logs.

8. Maintains all wireless device monthly statements and check-out logs under 6-year retention schedule.

Department Head
9. Notifies Department Head of any compliance issues.

10. Takes appropriate action to address compliance issues.