

## PROCEDURE

Effective Date: June 9, 2009  
 Approved By: Vice President, BFA

Authority: [POL-U5400.21](#) Managing Wireless Voice/Data Devices

Cancels:

See Also: [FRM-U5400.21C1](#) Department Wireless Phone Use Agreement  
[FRM-U5400.21C2](#) Department Wireless Phone User Call Log  
[FRM-U5400.21C3](#) Department Wireless Phone Check Out Log

### **PRO-U5400.21C      REQUESTING USE OF DEPARTMENT WIRELESS PHONE**

<u>Action by:</u>	<u>Action:</u>
Wireless Phone User	1. <b>Requests</b> phone from Department Voice Phone Custodian.
Custodian	2. <b>Verifies</b> if individual is a first time user.  2a. If first time user, <b>provides</b> user with copy of <i>Managing Wireless Voice/Data Devices</i> <a href="#">policy</a> .  2b. If first time user, <b>requires</b> user to read and complete the <i>Department Wireless Phone User Agreement</i> <a href="#">form</a> .
Wireless Phone User	3. <b>Provides</b> individual with phone and <a href="#">User Call Log sheet</a> .  4. <b>Completes</b> department voice phone <a href="#">Check Out Log</a> .
Custodian	5. <b>Returns completed</b> call log to Custodian if phone used during possession.  6. <b>Ensures</b> returned call logs are completed accurately.  7. <b>Reviews</b> monthly statements from Accounts Payable with completed call logs.  8. <b>Sends</b> reviewed statements back to Accounts Payable to process payment.  9. <b>Maintains</b> all documentation under 6 year retention schedule.  10. <b>Notifies</b> Department Head of any compliance issues.
Department Head	11. <b>Takes</b> appropriate action to address compliance issues.