




University Executive Directive #15-01	Issue Date: 2/6/2015
Subject: Wireless Devices for Business Use	Revision Date:
Approved:  President	
Contact: Vice President Administration and Finance and Chief Financial Officer 510-885-3803	

AUTHORITY

CSU Executive Order 731 Designation of Chief Financial Officer
U.S. Code, Title 26, Subtitle A, Chapter I, Subchapter B, Part VI, Section 179

POLICY

Employees who are required by the University to be available to the University outside normal business hours may be required to carry a University cell phone. For employees who are assigned to carry a University cell phone, a University-owned device can be provided at the request of the employee and upon approval of the division Vice President. University-owned cell phones assigned to an employee may be used only for business purposes.

PROCEDURE

The department should complete a purchase requisition approved by the appropriate administrator to purchase a University-owned cell phone. Procurement services will order the device and service pursuant to a University contract. The monthly service charge will be billed to the department procurement card. The employee and the administrator will review and approve monthly procurement card statements in accord with campus policy and ensure that the cell phone is used for business purposes only.