



DEPARTMENT OF ADMINISTRATIVE SERVICES
INTERNAL POLICIES AND PROCEDURES

F240B State-Provided Cell Phone Agreement

Instructions

This is an agreement between you and your division. Your division director or the director's designee has determined that the most cost-effective means of providing you with the needed access is to provide you with a State-paid cell phone for business purposes. Because the phone is provided to you for valid business reasons and the type of plan and coverage selected is reasonably related to the State's needs, the value of the cell phone service is *not taxable*. You do not have to keep track of how many minutes are used for personal reasons.

Applicant Information

1 First name	2 Last name	3 Employee Identification Number (EIN)					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4 Division	5 E-mail address						
<input type="text"/>	<input type="text"/>						

State-Provided Cell Phone Considerations

6 Your division director has determined that you must have cell phone service for the following business reasons:

- The Division needs to be able to contact you at all times for business emergencies.
- The Division requires that you be available to communicate with customers and management and respond to important emails when you are away from the office or off work.
- Other (specify below)

7. Justification (completed by the Director or the director's designee).



By signing this form, you agree to:

- use the State-provided cell phone substantially for business purposes;
- comply with DAS policy 240 Cell Phone Service;
- protect information that is classified as private, protected, or controlled, and disclose this information only as permitted by state law;
- abide by any applicable security policy or rule issued by DAS, the Division, or by the Department of Technology Services;
- keep personal use of the cell phone to a minimum and not increase the cost of the service to the Division;
- pay for any personal use of the cell phone that increases the cost of service, including any "extra" services not needed for business purposes;
- return the cell phone to the Division when the Division determines the business need for the cell phone service is no longer justified, you leave employment with the Division, or the Division determines that you are not using the cell phone substantially for business purposes; and
- report a lost or stolen cell phone immediately to your supervisor.

Sign Here ▶	8a Your signature	8b Date
	<input type="text"/>	<input type="text"/>
	9a Division director signature	9b Date
	<input type="text"/>	<input type="text"/>

This agreement will expire in one year from the date of the authorizing signature in field 9b.