Procedure Summary

Texas A&M University-Corpus Christi (TAMU-CC) recognizes the importance of cellular communication devices and services for the performance of certain job responsibilities. This procedure establishes formal guidelines for managing TAMU-CC cellular communication devices and services as allowed by system regulation 25.99.09, Communication Allowances.

Procedure

1. PERSONAL DEVICES AND SERVICES

   TAMU-CC does not reimburse for personally owned cellular communications devices or services, nor does it provide stipends, allowances, etc. for the same.

2. UNIVERSITY-OWNED DEVICES AND SERVICES

   In the rare circumstance in which an employee needs a cellular communication device or service to complete their job responsibilities:

   (a) The employee shall contact their supervisor;
   (b) The cost of the device/service shall be borne by the employee’s department;
   (c) The device/service is subject to the same requirements as any other university-provided communication device or service (e.g., IT Acceptable Use Policy);
   (d) The device is the property of TAMU-CC at all times and must be returned upon separation from the university; and
   (e) The purchase of the device/service must be approved in writing by the Vice President for Finance & Administration in advance.

3. EXCEPTIONS

   Any exceptions to this procedure must be approved in writing by both the Vice President for Finance & Administration and the President.
Related Statutes, Policies, or Requirements

System Policy 33.04, Use of System Resources
System Regulation 25.99.09, Communication Allowances
University Procedure 29.01.99.C1, Security of Electronic Information Resources
University IT Acceptable Use Policy
University Cybersecurity Control Standards Catalog and Appendix A

This procedure supersedes:
• 25.99.08.C1.01, Communication Allowances

Contact Office

Contact for clarification and interpretation: Chief Information Officer
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