25.99.09.C0.01 Cellular Communication Devices & Services

Revised: November 7, 2022
Next Scheduled Review: November 7, 2027
Revision History

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);

   (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
University Cybersecurity Control Catalog

This procedure supersedes:

- *25.99.08.C1.01, Communication Allowances*

Contact Office

Contact for clarification and interpretation:	Chief Information Officer 361.825.2693