



HSC OP: 55.04, **Cellular Telephone and Data Devices**

PURPOSE: The purpose of this Health Sciences Center Operating Policy (HSC OP) is to establish University policy regarding the procurement, use and termination of services for cellular telephones (cell phones) and data devices. This OP ensures that the use of these devices, for HSC business, is correctly authorized and monitored, and ensures that TTUHSC is correctly reimbursed for occasional incidental or emergency personal use.

SCOPE: This OP covers all TTUHSC team members and third-party contractors who have been granted the use of university-provided cellular devices at the request of the team member's TTUHSC department head and with the approval of the Chief Financial officer and their dean or Vice President as appropriate.

REVIEW: This OP will be reviewed every even-numbered year (ENY) in May by the Chief Information Officer (CIO) for the TTU System and the CIO for TTUHSC, with recommendations for revision forwarded to the Vice President and Chief Financial Officer.



POLICY:

1. Procurement

The university may purchase and provide cell phones/data devices and service plans for certain employees or groups of employees who need a university-provided cell phone/data device due to security needs or other operation considerations as determined by the head of each department.

a. Approved Users

- (1) The university does not pay individual



- c. At the discretion of the department head, and provided that:
- i. the cellular device is only used for work directly related to a grant and
 - ii. required signature approvals have been obtained,

an employee may request his/her personal cell phone number be ported to the Texas Tech owned cell phone or data device to be used for university business.

The *Transfer of Wireless Service Agreement from an Individual to Texas Tech* form (Attachment B) must be completed with the required signatures prior to the number being ported.

3. Fees and Billing

a. Usage Fees

- (1) For new activations or changes to existing cellular accounts the *University-Provided Wireless Device Request* form (Attachment A) must be completed and sent to Communication Services.
- (2) If it is absolutely necessary to use a TTUHSC-provided cell phone for personal calls or text messages, the costs for such uses must be reimbursed ~~at~~ ^{per} ~~the~~ ^{the} 24.1 (c)-32.2 (p)2

