

**MISSISSIPPI VALLEY STATE UNIVERSITY
ACKNOWLEDGEMENT OF CELLULAR PHONE PLAN**

Employee: _____

Department: _____

Cell Phone Number: _____

Cell Phone Plan: _____

Cell Phone Plan Base Rate: _____

FAILURE TO COMPLY:

I acknowledge that University owned cell phones shall be used for legitimate state business only. Inadvertent or emergency personal calls will be reimbursed to the University. Failure to comply by use of cell phone for personal calls will result in the following appropriate disciplinary actions:

- **First offense:** Written warning from supervisor with copy of warning xc to VP for Business and Finance, and charged for payment of personal calls;
- **Second offense:** Service will be suspended for thirty (30) days and charged for payment of personal calls; and,
- **Third offense:** Loss of use of cell phone and charged for payment of personal calls.

I understand that I will be subject to disciplinary action and/or the loss of the use of the cell phone.

SIGNATURE OF EMPLOYEE	PRINT OR TYPE NAME OF EMPLOYEE
DATE:	

XC: Office of Human Resources
 Information Technology
 Office Business & Finance
 Departmental Supervisor
 Employee