



### WIRELESS DEVICE – STATE PROCURED SERVICE USE AGREEMENT

University Hall 180  
Phone: (818) 677 – 2301  
Fax: (818) 677 – 6544  
Mail Code: 8231  
Email: [purch@csun.edu](mailto:purch@csun.edu)

**NEW REQUEST**

**RENEWAL OF EXISTING SERVICE**

EMPLOYEE NAME: \_\_\_\_\_

CSUN ID: \_\_\_\_\_

DEPARTMENT NAME: \_\_\_\_\_

EXT: \_\_\_\_\_

The undersigned employee is being issued a cellular telephone or pager by the University to be used to conduct activities consistent and conducive to the business of the University in accordance with *Acquisition and Use of Portable Communication Equipment and Related Services*. It is the policy of the University that cellular telephones or pagers issued by the University are used primarily for University business and not for personal purposes or for private gain or advantage. The undersigned employee agrees to be responsible for all charges deemed to be outside of the University/paid portable communication devices, off -campus internet services and devices policy (*The Policy*). The undersigned further agrees that cellular telephones/smartphones are not to be used while operating automobiles or other equipment. The undersigned employee agrees to adhere to the service plan or seek approval of adjustment to the service plan. Any adjustments to a service plan will also require execution of a new *Wireless Device – State Procured Service Use Agreement*.

Accounts Payable will process payment for cellular telephones/smartphones and send copies of the invoices to the undersigned employee's department. The undersigned employee's department will review the monthly invoices. Any reimbursement shall be made by the undersigned employee by forwarding a check made payable to: CSUN – Attn: Accounts Payable, Mail Drop 8202. The check should reference the cellular telephone/smartphone in the memo section of the check.

The undersigned employee accepts responsibility for the security and appropriate use of the cellular telephone/smartphone. The undersigned employee is responsible for all calls to and from the cellular telephone/smartphone, whether made by the undersigned employee or by other individuals. The undersigned employee understands this service is a privilege and failure to follow the procedures contained in *The Policy* can result in a revocation of this privilege.

If the cellular telephone/smartphone is lost, damaged or stolen, the undersigned employee agrees to contact Purchasing & Contract Administration immediately at (818) 677-2301. Stolen equipment must accompany a copy of the *police report*. Should the undersigned employee or department terminate the service plan, the undersigned employee must return the cellular telephone/smartphone and all accessories, to the Purchasing & Contract Administration at the time service plan is terminated. Should the undersigned employee terminate employment or transfer to another University department, the undersigned employee must return the cellular telephone/smartphone and all accessories to their department, prior to separation, as part of the separation/clearance process outlined by the Office Human Resources.

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Equipment Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Wireless Number: \_\_\_\_\_