



Cell Phone Options

To: Campus Community
From: URI Purchasing Department

Date: 12/2/09

With the implementation of the University's new Cell Phone Stipend policy through the URI Controller's Office and the recent renewal of the State's Master Price Agreements for state issued cell phones, this memo is meant to serve as a reminder of the options available to those whose job duties require this capability. Before proceeding with plan renewals or contracting for new service, departments should carefully consider the available options and weigh the benefits of each to both the department function as well as the individuals needs.

The University Stipend:

This option allows the individual to utilize their own personal cell phone and receive a reimbursement at a level applicable to their job function. Under this scenario, there is no restriction on the service provider, phone usage or the additional features available because the equipment and service plan are contracted directly by the individual. There is also no requirement to complete the monthly reimbursement form or the annual A54 form as is required for University owned phones.

To request a Cell Phone Stipend and/or review the Policy and Procedures for this method of service, please visit the Controller's website at the following address: <http://www.uri.edu/controller/policies.html>

State/University Cellular Phone Service:

The option for University owned cell phones and associated service plans are dictated by the State Master Price Agreement #299. Departments and the individual users are restricted to the service providers established on this MPA and the terms set forth. All equipment is the property of the University and both the equipment and service are also subject to the State and Board of Governors for Higher Education/University of RI policies and procedures.

In order to maintain consistency in record keeping and to conform with the above stipend policies, the attached form must be completed and submitted with all new and renewal requests for a URI cell phone. This form must be completed *for each individual phone*. The form(s) must then be submitted with a signed and completed college requisition to the URI Purchasing department. The form as well as procedures for this type of contracting are available on the University Purchasing Department webpage at: <http://www.uri.edu/purchasing/forms.htm>

Requisitioning departments as well as the individual users are reminded to familiarize themselves with the State of RI/URI Policy/Procedures A-54 for Telecommunication Device/Service Usage at: <http://www.uri.edu/controller/policies.html> and should also review the State of RI/DoIT policies regarding Mobile Device Security, policy numbers 09-01 and 10-04 at: <http://www.doit.ri.gov/policy/> when initiating this type of service.

Note: *If you decide to transition from a URI issued cell phone to the stipend, please note that despite the fact that your blanket PO may soon be expiring, neither of the current service providers (Verizon or Sprint) will terminate service without formal notification. You will continue to be billed until a change or cancellation in service is communicated. There is no termination fee with either provider.*

For questions, please call Tracey Angell in URI Purchasing at 874-2326.