**University of New Hampshire Cell Services Exception Request Form**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Purpose/ Justification:

NEW\*\* EXISTING Cell Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type: \_\_\_Smart \_\_\_Talk/Text \_\_\_Data Only **\*\*If new service, please provide Cell Phone Number and Provider to IT Business Service Center (**[**it.bsc@unh.edu**](mailto:it.bsc@unh.edu)**) if exception is approved.**

For Grants Exception Requests: Grant Name and Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grant Expiration Date: \_\_\_\_\_\_\_\_

**Policy Summary**

The university does not provide allowances or other forms of reimbursement for cell phones or other types of cellular related connectivity (for example, cellular modems and hot spots, voice or data plans, etc.) Please also refer to USNH policy No 08-005 Portable Communication and Computing Devices (<https://www.usnh.edu/usnh-financial-services-policies-and-procedures/08-005-portable-communication-and-computing-devices>) and the UNH Cell Phone Policy Updates <https://www.unh.edu/hr/unh-cell-phone-policy-updates>.

**Eligibility Based on Business Need**

The USNH Cellular Phone Policy still applies to identified exceptions, and the UNH Office of Sponsored Research and VPFA must be consulted for clarification on the approval of these costs.

**Exceptions:**

**Grant Funded Phones**

Grant compliance requirements may necessitate the procurement or reimbursement of cellular phone plans. Reimbursement for cellular phone use is permitted where it is required and funded by the respective grant. Please include the grant number and expiration date.

**Compliance Required Phones**

UNH provided phones may be required due to regulatory or contractual requirements where employees may be provided cellular phones under a UNH contract to meet various compliance requirements in which the VFPA must approve. Please include applicable regulatory compliance or contractual requirement.

**Pooled Phones**

At the discretion of the VPFA office, the university may maintain a small number of cellular phones that can be issued to personnel on a temporary basis for campus support functions and shall be maintained by the university.

**Employee Certification**

By signing below, I certify that I have read, understand, and agree to the Cellular Phone Policy and my responsibilities under the policy.

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*Employee Signature Date*

I certify that the above-named employee requires the service indicated to conduct official UNH Business. I will notify BSC promptly if the exception should be changed or discontinued.

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*Dean/Director Name Dean/ Director Signature Date*

***Steering Committee* *Approved Date\_\_\_\_\_\_\_\_\_\_\_\_\_***

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*Department BSC Representative Date*