MEMO TO: Deans, Directors, and Fiscal Officers  
FROM: Kevin D. Bame  
Executive Director of Finance  
SUBJECT: Wireless Phone Guidelines

October 9, 2007

The University will generally no longer provide wireless phone service for the use of individual employees effective December 1, 2007. Eligible employees may receive a personal wireless phone allowance to cover the cost of University related calls. Employees who are not eligible for the allowance may be reimbursed for University business related calls on their personal wireless phones.

New guidelines related to the wireless phones are available at www.infotech.siu.edu/telecom.

Employees who currently have University provided wireless phones must:

1. Cancel the University provided wireless phone plan, or

2. Convert the SIUC cellular number to a personal plan by completing a Verizon Assumption of Liability Form upon obtaining Vice Chancellor or equivalent approval on a Wireless Phone Allowance Request Form, or

3. Cancel the University provided wireless phone plan and use a personal cellular plan and obtain Vice Chancellor or equivalent approval on a Wireless Phone Allowance Request Form, or

4. Obtain Vice Chancellor or equivalent approval on a University Provided Wireless Phone Plan Request Form for phones that meet the conditions described in Section V of the Guidelines.

Verizon has informed the University that as a State Agency under the State of Illinois contract there is no early termination fee for corporate lines.
Employees who are eligible for a wireless phone allowance and who already have a separate personal wireless phone plan need not obtain a second personal plan. They may be able to simply begin using their existing personal plan for University business related calls. They should ensure that their anytime minutes are sufficient for both University and personal use.

Employees who are eligible for a wireless phone allowance and who do not have a separate personal wireless phone plan should establish one. If they currently have a University provided wireless phone, they may choose to contact the carrier to determine if they can convert the University paid plan to a personal plan, or, alternatively, if they can port over their current phone number to a new personal plan with a different carrier.

Several employees use a cellular phone with data capabilities, such as a Motorola Q, Verizon XV6700, or Treo. Departments that purchased these devices should contact Telecommunication Services.

When employees no longer need University owned wireless phones, information stored in memory should be deleted and the phone should be sent to Surplus Property.

If you have any questions or need additional information, contact Telecommunications Customer Service at 453-2688.