



## Cellular Phone Agreement for University-Provided and Service

Phone number:	Phone serial number:	Phone brand/model:

I understand and agree to the following:

- The cellular phone is issued to me to carry out responsibilities associated with my work for the university.
- I will obtain the best lowest cost plan from telecommunications companies (AT&T, Sprint, T-Mobile, US Cellular or Verizon) under contract with the University unless the necessary service is unavailable from one of those carriers.
- The monthly fee will be charged to an MU purchasing card, I will submit the full set invoice to Division of Plant Sciences Fiscal Office with all call/data detail.
- It is my responsibility to identify all personal paid apps and exceed usage on each billing statement and pay back the charges to University. If I fail to pay these charges, the University is authorized to deduct the amount from my paycheck.
- I will return the charger and cellular phone to Division of Plant Sciences Fiscal Office if I upgrade to a newer phone.
- I will return the charger and cellular phone to Division of Plant Sciences Fiscal Office and cancel the service if I leave or transfer to other division.

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Cellular Holder  
Name:  
Date:

\_\_\_\_\_  
Approved by Supervisor  
Name:  
Date:

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Approved by Interim Director  
Jim English  
Date: