

University of New Mexico

Personal Cell Phone Service Reimbursement Agreement – Fiscal Year 2023-24

Must be reviewed at the start of each fiscal year by Dean/Director for continued reimbursement

Employee Name: _____ Banner ID #: _____

Department: _____ Job Title: _____

Reimbursement starting date: _____

Cell Phone # (with area code): _____ Index: _____ Account: 6080

Cell Phone Carrier: _____

Business justification, based on job duties (if additional space is required, please attach a 2nd page):

Agreement:

- Employee will purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions.
- Employee agrees that they are responsible for plan choices, service levels, calling areas, service and phone features, termination clauses, and payment terms and penalties.
- Employee agrees that they are responsible for the purchase, loss, damage, insurance, and/or replacement of phone equipment.
- Employee will promptly report to their department head any updates or changes regarding cell phone numbers or plan changes that could impact the access to cellular services.
- Employee agrees to carry the cell phone with them, keep it charged and in operational condition, use it appropriately, and be accessible for business use of the cellular phone device as required by their department head or supervisor.
- Employee agrees to abide by any cell phone guidelines and/or policies including protected information as established by the University. See guidelines posted at www.ua.unm.edu.
- Employee will register phone with "Lobo Alerts" for emergency notification purposes.
- Employee hereby acknowledges and agrees UNM is not liable for any illegal or prohibited uses of this cell phone.
- Employee has turned in any and all UNM provided cellular devices, and service has been terminated.

Employee Signature Date

Dean/Director Signature Date