

Minnesota State University Moorhead

**SUMMARY OF COMPLIANCE RESPONSIBILITIES UNDER
SYSTEM PROCEDURE 5.22.2**

Find System Procedure at: <http://www.mnscu.edu/board/procedure/522p2.html>

CELLULAR AND OTHER MOBILE COMPUTING DEVICES

Employee	<ul style="list-style-type: none">• Ensure that the device is available for service during applicable business hours and as needed.• Monthly: review and initial the cellular device invoice monthly and identify any use not permitted; submit invoice to supervisor.• Immediately return the device upon request by the employee's supervisor or upon the end of employment.• Comply with the provisions in System Procedure 5.22.2 Cellular and Other Mobile Computing Devices.
Supervisor	<ul style="list-style-type: none">• Monthly review employee's cell phone bill.• Annually review need for cell phone, plans and level of service; document continued business need using "Initial Authorization / Annual Review" form.• Maintain documentation of initial authorization and annual review.• Arrange for plan termination when business need no longer exists.• Ensure device returned upon plan termination or upon end of employee's employment.
Senior Administrator	<ul style="list-style-type: none">• Annually review need for cell phone and any service plan.
Coordinator	<ul style="list-style-type: none">• Arrange for device and plan.