

MSUM Verizon statements

Temporary Process

Mobile device user

1. Review your attached monthly Verizon statement.
 - a. The following statement is included on your statement.
 - i. I verify I have not used my mobile device for more than incidental personal use and have properly used the device in accordance with MnSCU Procedure 5.22.2.
2. Forward email and monthly statement to your supervisor with the statement **“I approve”** or **“I do not approve.”**
 - a. If you do not approve, contact Alison Fraase at alison.fraase@mnstate.edu to discuss in more detail.

Supervisors

1. Review the monthly Verizon statement.
2. Forward email to Alison Fraase at alison.fraase@mnstate.edu with the statement **“I approve”** or **“I do not approve.”**