

The University of Alabama at Birmingham

CELLULAR TELEPHONES POLICY

December 6, 1990

Introduction

The cost of cellular telephone equipment is extremely high compared to regular telephone equipment and other means of communication such as pagers and two-way radios. Likewise, air time usage for local calls is high and often exceeds the cost of long distance calls. The University must ensure that proper management controls are in place relative to the use of cellular telephones and the costs associated with their installation and operation at UAB.

Definition

Cellular telephones are defined for the purposes of this policy as those instruments not associated with the 934 or 975 exchanges or with the UAB telephone switch. These telephones operate on radio frequencies through cell stations without the use of land lines. They are used in situations in which the user is not able to be in a predefined area having a regular switched telephone.

Policy Statement

Justification for the purchase or lease of a cellular telephone or for the payment of a contract for ongoing air time charges must be approved by the appropriate Vice President. The attached form should be used for requesting the purchase or lease of a cellular telephone or for requesting inclusion in the University's air time contract. [NOTE: The on-line version does not include a copy of the form. See next page.] Approval may only be granted when the use of a cellular telephone best meets a particular institutional communication need and not for user convenience. To this end, other options such as two-way radios and pagers should be considered.

Cellular telephones should be used for UAB business only. In the event of a disaster or emergency affecting the University, cellular telephones in noncritical areas will be redistributed to predefined areas.

Requisitions for cellular telephone equipment or charges to air time suppliers will not be honored by the Purchasing Department unless a properly executed form is attached.

Existing UAB Cellular Telephones

When air time contracts expire for already-purchased UAB cellular telephones, such contracts should be renewed by completing the attached form. This will enable the using department to benefit from the reduced air time

costs of the UAB contract and the convenience of having air time charges billed directly to the department/unit through the UAB telephone system charging mechanisms.

Implementation and Effective Date

This policy is effective immediately upon its being signed by the President.

As soon as an existing contract for air time usage expires, the policy becomes effective for renewal of that contract or for the purchase of additional air time usage.

The Office of Communication Services is responsible for the development and maintenance of procedures to implement this policy.

Attachment

The form attached to this policy is part of the policy, but the form may be revised from time to time without affecting the policy itself. [NOTE: This form is not attached to this on-line version of the policy. Contact the University Communication Services Office or the Policy Development Office for a copy of the form.]

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REQUEST FOR APPROVAL TO PURCHASE A CELLULAR TELEPHONE
AND/OR CELLULAR TELEPHONE AIR TIME

*[NOTE: This form is not attached to this on-line version of the policy.
Contact the University Communication Services Office or the Policy Development
Office for a copy of the form.]*