



Mobile Phone Application

THE UNIVERSITY OF
WARWICK

To apply for a University owned mobile phone under the Warwick MobileNet Contract please complete this application and forward to the Business School Finance Office.

Name of Holder:

Group/Dept/Centre:

Handset Model:

Recommended Handsets are: iPhone 4S or HTC Desire-S

If you wish to discuss Handset choice please contact help@wbs.ac.uk

Reason For Application:

Default Budget Code:

**Budget Holder
Authorisation:**

Applicant's Signature:

Date:

I am applying for a mobile phone for use on University business. The phone will remain the property of the University of Warwick at all times and is to be returned to the University if my employment is terminated or upon request. I will reimburse the University for the cost of any personal calls made on this phone and accept that failure to do so will result in any such funds being deducted from my salary. I have read and understood the administrative procedures detailed on the reverse of this application and agree to adhere to them.

Finance Authorisation:

Date:

CAO Authorisation:

Date:



Mobile Phone Procedure

Administrative Procedures

- University Mobile phones may be ordered for any staff who require the use of a mobile phone for University business purposes.
- Phones must be ordered using the Mobile Phone Application form available from the Business School Finance Office. All sections of the application should be completed before returning the form to the WBS Finance Office.
- Applications shall be authorised by the financial administrator prior to the mobile phone being ordered on behalf of the applicant.
- Each phone will be allocated to a named applicant who shall be responsible for the phone at all times.
- Whilst the phones are primarily intended for University business use, it is acceptable for personal calls to be made if necessary providing calls are paid for by the named holder of the phone. Personal calls must be denoted at the time of dialing by pressing * after the phone number. This will enable all personal calls to be itemised on the phone bill and paid for accordingly.
- Telephone bills will be sent quarterly to the WBS Finance Office from where they will be sent to the named holder of each phone for confirmation of calls made.
- The phone bill should be checked to ensure that the charges made correspond with the calls made. If so, the financial code to be charged should be written on the bill along with the named holder's signature.
- The phone bill should then be returned to the WBS Finance Office along with any money owed for personal calls within 5 working days. Outstanding money owed for personal calls will be deducted from the salary of the named holder if necessary.
- Other University Mobiles calls are free. To use this function please dial 4 then the last four digits of the other University mobile number.

Receipt of Mobile Phone

I have read and understood all the procedures described above and agree to adhere to them.

I accept receipt of mobile phone type:

With phone number:

Mobile Phone Holder Signature:

Date Mobile Phone Received:

Date Mobile Phone Returned:

Received by: