

(print) \_\_\_\_\_  
Employee First Name Last Name

Minnesota State University, Mankato  
**CELLULAR AND OTHER MOBILE  
COMPUTING DEVICES  
ANNUAL REVIEW**

Minnesota State University, Mankato may provide a cellular device or a mobile computing device, or other wireless communication service plans to an employee if it is determined by the University to be a necessary business expense under one or more of the following criteria:

- Availability of device and service is integral to the performance of specific duties within the employee's job description. Explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- A substantial portion of the employee's work is conducted outside of the building or buildings where the employee is assigned to work. Explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- The employee does not have an assigned office or workspace and needs to be contacted on a regular basis by the university constituents for assigned services or to provide needed information. Explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- It is a job requirement that the employer be able to reach the employee outside of the employee's normal work hours. Explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of service (circle all that apply):    Voice    Data    Texting

**I verify that the cellular device is needed as described above and authorized under Minnesota State Colleges and Universities Board Policy 5.22 and Cellular and Other Mobile Computing Devices System Procedure 5.22.2 for the Office of the Chancellor.**

\_\_\_\_\_  
Employee's Signature                      Date

\_\_\_\_\_  
Supervisor's Signature                      Date

\_\_\_\_\_  
Authorized Administrator's Signature                      Date