

# PROCEDURE

Effective Date: January 3, 2017

Approved By: Provost and Vice President, Academic Affairs

Authority: [POL-U3000.05](#)

See Also: FRM-U3000.05C Department Wireless Device Check-Out Log

## PRO-U3000.05C USING DEPARTMENT WIRELESS DEVICE

Action by:Action:

- |                      |   |
|----------------------|---|
| Wireless Device User | 1. <b>Requests</b> wireless device from department's wireless device Custodian.   |
| Custodian            | 2. <b>Verifies</b> if individual is a first-time user.<br><br>2a. If first-time user, <b>provides</b> user with copy of Managing Wireless Devices policy. |
| Wireless Device User | 3. <b>Completes</b> Department Wireless Device <u>Check-Out Log</u> .   |
| Wireless Device User | 4. <b>Provides</b> individual with wireless device.   |
| Wireless Device User | 5. When done with wireless device, <b>returns</b> device to Custodian.  |
| Custodian            | 6. Logs in the device on the Check-Out Log.   |
| Custodian            | 7. <b>Reviews</b> monthly wireless device and wireless service statements from Accounts Payable with check-out logs.                                      |
| Custodian            | 8. <b>Maintains</b> all wireless device monthly statements and check-out logs under 6-year retention schedule.  |
| Custodian            | 9. <b>Notifies</b> Department Head of any compliance issues.  |
| Department Head      | 10. <b>Takes</b> appropriate action to address compliance issues.   |