

**Minnesota West Community & Technical College**  
**INITIAL AUTHORIZATION / ANNUAL REVIEW**  
**FOR CELLULAR DEVICES AND PLANS**

The college 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 college 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 college 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Asset Tag #** **Serial #**

Type of service (circle all that apply):      VOICE      DATA      TEXTING

I verify that the cellular device and service is needed as described above and authorized under Minnesota State Colleges and Universities Policy 5.22 and Cellular and Other Mobile Computing Devices Procedure 5.22.2.

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

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

\_\_\_\_\_  
**Authorized Administrator**      **Date**