Fayetteville State University

Mobile Phone Accounts

Applies to: ●**Administrators** ●**Faculty** ●**Staff**

As stated in the policy for mobile telephones, employees may be held liable for lost, stolen, or damaged University mobile phone equipment and accessories. Damage to or loss of a University mobile phone shall be reported immediately to the Vice Chancellor of the employee's unit.

In the event that the mobile device is lost, misplaced, or stolen while in your possession, your department has one of the following options:

☐ 1. Remove the number and it will not be reinstated: no cost associated

☐ 2. Pay to replace the device at cost (the cost will depend upon the device you choose)

☐ 3. Use another device with a different number assigned to your department. If this option is selected, option 1 automatically applies. The old number will be removed and the department loses a cell phone line/number/phone service. Otherwise, FSU will be paying for a phone and line not in use.

Complete details of the mobile phone policy can be found at http://www.uncfsu.edu/policy/policies-listed-alphabetically#M under Mobile Telephones.

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Employee's Signature Date

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Supervisor's Signature Date

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Chair/Dept. Head's Signature Date