**College Cell Phones**

All administrators are eligible for a Kirkwood cell phone. Eligibility for a cell phone for all other employees depends on the needs of position and approval from supervisor.

Need is determined and request made to Angie Held in form of an email. Budget code required to bill back department for monthly use.

Phone order is placed with US Cellular. (Exceptions to other vendors may apply.) Several plans available depending on expected usage.

Phone is received by Angie Held. Number is recorded, phone is charged and activated.

Employee is notified when phone is ready for pick up. Information sheet given to employee with plan details including instructions on reimbursing the college for personal calls.

Invoice received from cell phone vendor. Copies made and sent to employees.

Employees asked to highlight personal calls, total expenses, and return invoice & check to Sheri Bussey in Telecom Services.

If all calls are business related, employees are to sign, date and send invoice back to Sheri.

Internal transfers are originated to Business Services for monthly phone expenses.

Any questions/problems with cell phones should be directed to Angie Held, including need for repair/replacement.

If leaving employment with Kirkwood, phone and accessories need to be returned to Telecom Services. Phone number can be transferred, (released from Kirkwood) if so desired.