



## **CELLULAR TELEPHONES**

**#6-05**

Approved:	September 20, 1995	by: Administrative Council
Effective:	September 20, 1995	
Revised:	May 11, 2005	by: President's Council
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Date to be Reviewed:	2008	

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### **POLICY**

**Cellular telephones are a tool which should be used with discretion to ensure effective use of scarce College resources.**

### **GUIDELINES**

1. Purchase of cellular telephones is restricted and need must be demonstrated.
2. Each purchase must be made by Purchase Requisition and be recommended by the appropriate Senior Administrator that is on President's Council.
3. The initial and ongoing costs of a cellular telephone and accessories shall be charged to the cost centre of the individual in whose name the telephone line is registered. That person with signing authority is responsible for ensuring adequate funds are available for the purchase and ongoing monthly costs.
4. The College will subscribe to the most cost effective usage plan for all College cellular telephones.
5. Staff should be cognizant of the cost of cellular telephone use compared to land lines and ensure College funds are used effectively.