

# Southern Oregon University Wireless Service Exception Form

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This request, if approved, will allow for the provision of wireless service(s) and/or device(s) at the University's expense, and shall be considered an exception to the SOU Wireless Services Allowance Policy. In these cases, usage should be limited to official SOU business only and all expenses covered by the appropriate department. In addition, each transaction must be itemized as to whether the call is personal or business, and all business calls must show a brief purpose noted. Employees are responsible for reimbursing the University for all personal calls based on a pro-rata share of the cell phone plan (see Wireless Services Policy FAQ for details on how to calculate reimbursements) prior to the University processing payment to the service provider. Business Services shall audit these records on a periodic basis to ensure compliance.

**Department Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Employee Name(s):** \_\_\_\_\_  
**Monthly Service Plan Amount:** \_\_\_\_\_  
**Monthly Data Plan Amount:** \_\_\_\_\_  
**Plan Description:** \_\_\_\_\_  
**Department Contact:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Describe the specific need for the exemption:**

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As Department Chair/Director/Dean/VP, I verify that the employee(s) listed above is submitting a request for exception to the SOU Wireless Services Allowance Policy based on unique circumstances as noted. If this request is approved, the University agrees to sponsor this plan and/or device and its related expenses in full.

**Business Services Office must be notified immediately if plan costs or details change.**

**Approvals:\***

**Requested by Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Requested by Dean/Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Approved by Vice President:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Approved by V.P. Finance & Admin.** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*The signed copy of this form will be returned to the Dean/Director as notification of approval. If approval is not granted a copy will be returned with an explanation of why the request was not granted.**

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