Beginning April 1, 2013 UMKC Information Services will no longer purchase cell phones for individual employees nor pay directly for employee service plans for their cell phones. If the position requires an employee to carry a cell phone/wireless device in order to perform his/her duties, the employee, with the approval of the immediate supervisor and Division Vice Chancellor or Dean, will obtain a personally owned cell phone/wireless device and service plan. The employee will receive a monthly stipend for the use of his personal device. This policy does not cover air cards or tablets. Employees may request reimbursement for business related calls under the University’s normal business expense reimbursement policy.

It has been determined that your position is one that requires you to carry a cell phone/wireless device in order for you to perform your duties. You will have the option to transfer your current UMKC business plan to a personal plan and keep your current device and phone number which was originally purchased by UMKC.

Attached is a copy of the new HR Cell Phone Policy and the UMKC Mobile Device Transfer or Disposal/Deactivation form. In order to receive your approved stipend, you will need:

1. Complete and sign the Transfer or Disposal/Deactivation form,
2. Read and sign the UMKC Cell Phone Allowance Agreement form

Return the signed documents to your immediate supervisor.