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Attach completed form as a PDF file
and e-mail to:
Deborah-Zumbach@uiowa.edu

THE UNIVERSITY OF IOWA REQUEST FOR TECHNOLOGY POLICY EXCEPTION

In order to receive an exception from the University of Iowa, you must follow the University's technology policy procedures. This includes reviewing the University's Technology policies and procedures, as well as having documented and approved technology policy exceptions for your department. Refer to the University of Iowa's Operations Manual for additional information: <http://www.uiowa.edu/~our/opmanual/index.html>.

Name of Requestor: _____ Phone #: _____
Email Address: _____ Date: _____

On behalf of the _____ Department, I am requesting that the following phone lines be reviewed for exception:

Phone # & User: _____

Account # & Carrier: _____

Phone is kept (within department/by phone user): _____

Reason for/how phone will be used: _____

Employees must:

- Keep a separate log of incoming and outgoing calls.
- This log must be compared to the detailed bill provided by the vendor.
- Employees should not make any personal calls.
- If personal calls are made, this is considered a direct violation of the University policy. Violations can be subject to disciplinary measures. If personal calls are made, the employee must reimburse the department at the plan's per minute rate or the actual cost of the call, whichever is greater.

Department responsibilities:

- Monitoring and reviewing the monthly bills for personal calls;
- Seeking reimbursement for personal calls at the plans per minute rate or the actual cost of the call, whichever is greater;
- Maintaining documentation that the monthly bills have been reviewed and reimbursement received for personal calls.

_____	_____
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Department Authorization

Date

_____	_____
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Deborah Zumbach
Director of Purchasing & Accounts Payable

Date