

Cell Phone Procedures Checklist For Employees

- Go to Purchasing Website for Instructions www.mdusd.k12.ca.us – Then under departments, Purchasing/Warehouse.
- Download cell phone allowance form from the Purchasing Website.
- Get Approval from your Supervisor.
- The department supervisor will send the Annual Cell Phone Allowance Authorization Form to the appropriate Assistant /Associate Superintendent for approval.
- Once approved, employee sends Annual Cell Phone Allowance Authorization Form to Payroll.
- Employees with District phones will turn in old Nextel phones to your appropriate Assistant/Associate Superintendent. Include your name and cell phone number. The Assistant/Associate Superintendent will send the old Nextel phones to the Purchasing Department by September 12, 2008.
- Eligible employees who purchase their own cell phone service may receive a one-time reimbursement of the cost of their new cell phone not to exceed \$50.00, or the cost of a new Blackberry device not to exceed \$100.00.
- Please note that you can keep your old Nextel phones if you are only using the Press-to-Talk Feature (walkie-talkie).
- Employees needing to port (transfer your District cell number) to your new phone must contact Purchasing with their account number. Purchasing will provide the appropriate pin number.
- Please ensure that you read Board Policy Number 3513: Cell Phone Policy. This is posted on the Purchasing/Warehouse Website.
- All District phones will be cut-off on September 3, 2008.
- A new Cell Phone Allowance Authorization Form must be completed each year. The form will be good from July 1 to June 30th of each fiscal year.
- Submit completed paperwork (Annual Cell Phone Authorization Allowance Form) to Payroll (Dent Center, Wing B) by August 30, 2008. If submitted by this date, the stipend will appear on your September pay warrant.

I have read, understand, and agree to comply with Mt. Diablo Unified School District's Cell Phone Procedures Checklist for Employees.

Employee Signature

Employee Name (printed)

Date

I, _____ (supervisors name), have reviewed the Mt. Diablo Unified School District's Cell Phone Procedures Checklist for Employees with the above-mentioned MDUSD employee.

Supervisor's Signature

Date