



COLLEGE of CENTRAL FLORIDA  
ADMINISTRATIVE PROCEDURE

**Title: College-Owned Cellular Phones**

**Page 1 of 1**

**Implementing Procedure For Policy # N/A**

**Date Approved: 03/15/05**

**Division: Administration & Finance**

**Date Revised: 05/26/05**

**Date Revised: 01/08/07**

**Date Revised: 04/20/07**

**Date Revised: 03/10/08**

**Date Revised: 04/14/09**

**Date Revised: 05/05/11**

**PURPOSE:** To establish guidelines for the authorization and use of College-owned cell phones. Employees are responsible for using the College-owned cell phones for business purposes only.

**PROCEDURES:**

A. College owned cell phones are assigned to specified department units at the discretion of the President or President’s designee. Examples of departments assigned College-owned cell phones:

- Public Safety – Ocala Campus
- Public Safety – Citrus Campus
- Staff Services/Mail Delivery
- Technology Evening Help Desk
- Inmate Supervisor
- Plant Operations – Emergency

B. All assigned College-owned cell phones are to be used for business purposes only. Any personal calls will be billed to the individual in possession of the phone at the time of the call. Assigned areas will be required to certify all calls monthly.

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Senior Vice President, Administration &  
Finance

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Date

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Approved by President

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Date