Annual mobile use attestation

Indiana University – FIN-ACC-I-480

As described in Indiana University Policy Mobile Plan and Device Allowance, [FIN-ACC-I-480](http://policies.iu.edu/policies/categories/financial/accounting-administration/FIN-ACC-I-480-mobile-devices-and-internet-access.shtml), units should complete this form on an annual basis for each employee receiving an allowance for business use of his/her personal mobile device(s) (e.g., a mobile phone or tablet). The unit Fiscal Officer must maintain an original of this form, signed by both the Fiscal Officer and the employee, for a period of 3 years.

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| --- | --- | --- | --- |
| Employee Name |  | Fiscal Officer  |  |
| Monthly Allowance ($50, $100, or $150) |  | Period of Business Use (typically a fiscal year) | \_\_\_/\_\_\_/\_\_\_-\_\_\_/\_\_\_/\_\_\_ |

# Business purpose

Describe the noncompensatory business purpose(s) for providing the employee this allowance. Please see the policy for guidance on what is an appropriate business purpose.

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**Fiscal Officer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Employee attestation

I attest that my mobile device will be used for the business purpose(s) noted above.

I understand and agree that I am solely responsible for purchasing the mobile device and entering into an appropriate mobile plan with a mobile carrier and that such arrangement is solely between the mobile carrier and me. I also understand and agree that I am solely responsible for replacing the mobile device if it is lost, stolen, damaged, or malfunctioning.

I agree to notify the Fiscal Officer if I am no longer maintaining an appropriate mobile plan to meet the business needs of my unit.

I agree to comply with the University’s [IT-12.1 Mobile Device Security Standard](https://protect.iu.edu/online-safety/policies/it121.html), and with applicable University policies, including [Mobile Plan and Device Allowance, FIN-ACC-I-480](http://policies.iu.edu/policies/categories/financial/accounting-administration/FIN-ACC-I-480-mobile-devices-and-internet-access.shtml) and [Security of Information Technology Resources, IT-12](http://policies.iu.edu/policies/categories/information-it/it/IT-12.shtml).

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**