



Code: QA 328

Policy on University funding the cost of mobile phones (including upgrades) and accessories, that are procured/acquired for use by staff in discharging their University related duties

Date: February 2021

Approval: UMT February 2021

1.0 Purpose

1.1 The purpose of this policy is to set out the circumstances in which the cost of mobile phones (including upgrades and accessories) that are acquired for staff/authorised users in the discharge of their University duties, will be procured and paid for by the University, **and**

1.2 To recommend maximum values that may be spent on such technology, when paid for by the University. Subject to paragraph 3.3 below, the recommended maximum spend is **€0** for the appliance/handset, including accessories.

2.0 Description

2.1 As a general principle, University staff who require mobile phone equipment to carry out their University role/functions in a safe and efficient manner will be provided with same by the University. This decision on the University funding of phone/equipment rests with the budget holder of the particular budget that will bear the cost of the phone/contract.

2.2 Mobile phones and accessories must be procured in compliance with applicable legislation, regulations, policies, best practice, Value for Money (VFM) principles, and is subject to budget availability.

2.3 As with any asset purchased by the University, the ownership of the mobile phone and contract remains the property of the University.

3.0 Specification and Authorisation

3.1 The University operates a contract based on an OGP framework. Staff must use this contract to ensure compliance with University procurement.

3.2 The contract provides mobile phones at costs that range from €0 upwards for the handset, with standardised service contracts (monthly charges). This is currently subject to an 18 or 24 month contract.

3.3 Staff should normally make use of zero cost handsets and will only procure models that are more expensive where it can be clearly demonstrated that the more expensive proposed technology is necessary in order for the staff member to effectively and efficiently discharge their University related duties.

3.4 Authorisation for the procurement of mobile phone handsets costing more than the prescribed maximum at paragraph 1.2 must be accompanied by the relevant line manager's written justification, countersigned by the relevant UMT member. This approval must be attached to the

requisition uploaded to U4/Agresso at the time of order. Requisitions will be subject to checking by the procurement office.

3.5 Staff must reimburse the University in full, as soon as possible, for any costs incurred relating to personal use of the mobile device.

3.6 Where a staff member no longer requires the use of a University provided phone contract, the University will facilitate where possible (subject to contract) the assignment of the mobile number to the individual based on the individual agreeing to cover all charges for same. Similarly, if a staff member joins and wishes to transfer their mobile number to a University contract' this will be facilitated where possible.

This provision is at the discretion of the University and will not apply where phone numbers have been published, and linked to a University service.

The mobile phone contract funded by the University remains the property of the University on termination of the staff members' use of the phone.

4.0 Related Policies

QA100 Procurement

QA155 Staff guide to disability in the workplace

QA330 Reimbursement of Miscellaneous [Non T&S] Costs incurred privately by University Staff

5.0 Responsibilities

Name	Responsibility
Staff member to whom University owed equipment is assigned	To ensure that equipment is procured in line with University Policy and is safeguarded against loss or damage To reimburse the University in full, as soon as possible, for any costs incurred relating to personal use of the mobile device.
Budget Holder/Authoriser	To ensure that authorisation is granted only for procurement/acquisition of equipment that has been assessed as necessary for the relevant staff member/user to efficiently and effectively carry out their University related duties.

'Ownership' of this policy rests with the Bursar's Office