



SUBJECT: Information Technology

POLICY: 704.1 Electronic Communication Devices for College Business

RELATED PROCEDURE: 704.1.1

EFFECTIVE: July 2010

REVISED: November 2021

REVIEWED:

Introduction and Purpose

This policy allows Great Falls College MSU to meet IRS regulations and its fiduciary responsibility to the taxpayers of the State of Montana by providing guidelines for the use of electronic communications devices (ECD) for college business purposes.

Policy

It is the policy of the College to allow for the reimbursement of electronic communication device services for use by employees to conduct official College business.

College reimbursement of such services will be authorized **ONLY** when the job responsibilities require the employee to be accessible at all times. Authorization of such expenditures shall reside with the departmental supervisor. Review and renewal of such expenditures must occur annually. Prior to the approval of any request for reimbursement of electronic devices service payments, the job responsibilities of the individual will be thoroughly reviewed to insure the electronic devices services selected are warranted and will safeguard sensitive College information.

Payment for electronic communication device services can be made through a taxable allowance to qualified employees or directly by the College. The allowance process serves as the default method for employee procurement of these devices and services. There may be some cases where exceptions to the allowance method may be made in accordance with the attached procedures.

Provisions must be made with the Information Technology Services (IT) to ensure proper safeguarding and disposal of College data on the ECD device.

Great Falls College MSU may, in some cases, purchase and own electronic communication devices to be assigned to groups or individuals. These may be shared by groups of employees for specific business purposes. This may be done if and only if the personal use of those devices is strictly limited to essential personal calls.