Cellular Phone Acquisition & Use Policy

[UCF Policy 4-009.1](#), Cellular Telephone Acquisition and Use, became effective January 1, 2008. This Website was created to help UCF cell phone users understand and comply with this policy.

Check out the [Cellphone Policy FAQs](#) on the Telecommunications Resource page to find answers to common questions about the new cell phone policy and also about the process of converting a university cell phone and associated voice or data service to a personal cell phone. If you have questions in regards to how your cellphone will affect payroll, check out the [Human Resources cellular policies FAQ](#) on the Telecommunications Resource page. Also, don't forget to check with your cellular carrier for discounts available exclusively to UCF employees.

We recommend that UCF cell phone users follow these steps:

- Read [UCF Policy 4-009.1](#) and the FAQs on the Telecommunications Resource page to become familiar with the new policy.
- Select a wireless carrier and, as needed, voice and data service plans from the wireless carrier information on this Website.
- Contact the desired carrier and follow the recommended procedure for converting your university cell phone from university liability to personal liability.
- Complete and submit a Cell Phone Allowance Request Form [Cell Phone Allowance Request Form](#), in order to receive a payroll allowance covering the business use of your cell phone.