Ball State University

Telephone and Postal Services Rental Program

Reason for use of rental device:	Dates Required: _____ to_____

Rental Unit Pricing Information

					Totals
Basic Cell Phone		Domestic Voice Only	International Voice Only	# of Days*	
		☐ $3.00 per day	☐ $4.00 per day		$
PDA (Personal Data Assistant)		Domestic + Unlimited Data	International + Unlimited Data	# of Days*	
		☐ $7.00 per day	☐ $9.00 per day		$
Broadband Card (Data only) [Please bring your laptop]		Domestic Data Only		# of Days*	
		☐ $5.00 per day			$
MiFi - Mobile Hotspot (Data only, 5 users MAX)		Domestic Data Only		# of Days*	
		☐ $10.00 per day			$
Apple iPad 2		Domestic Data Only		# of Days*	
		☐ $8.00 per day			$
Samsung Galaxy Tab		Domestic Data Only	Domestic Data + 3G Mobile Hotspot	# of Days*	
		☐ $8.00 per day	☐ $10.00 per day		$
* # of days includes weekends				Total Charge	$

Employee Name (Last, First, MI) _____ **BSU - ID** _____

Department _____ **Office Phone** _____

Account To Be Charged _____ **Employee E-mail Address** _____

Supervisor Name (Last, First, MI) _____ **Supervisor E-mail Address** _____

DEVICE REQUEST: OPTION 1 _____ OPTION 2 _____ OPTION 3 _____

Devices are subject to availability. Telephone Services does not guarantee any specific rental device will be in stock on the requested rental days, but a comparable device will be available.
Telephone Services will not guarantee data coverage. Please check the Verizon website for a coverage map.

T.S.Rental.V1.4

Please fax the completed form to Telephone Services at 765-285-1027

4.16.12

I have read Electronic Device Policy V.1.4 - and understand my responsibilities.

As the employee: I agree the equipment is to be used primarily for official business and that any personal use of the equipment will be incidental in nature. I am responsible for safeguarding the equipment, including any data on the equipment. I understand that I or the department will be responsible for the maintenance of the equipment and any replacement parts or costs associated with the loan.

As the department, department head, or supervisor: I am responsible for the collection of fees associated with personal calls on a university owned device. Telephone Services will provide copies of the call detail upon request.

As the employee, supervisor or department head: I am responsible for ensuring individual call detail from monthly usage reports where documented personal and business use maintained, in order to exclude the cost of the device and cellular plan from taxable income. I understand all monthly usage reports are the property of the university and subject to disclosure.

+Rentals must be returned by **10AM** on the return date or an additional day of rental will be charged.

+The mandatory call log must be completed and turned in with the rental device.

+Telephone Services requires a two day notice prior to the requested rental date.

CANCELLATION POLICY: Telephone Services must receive written notification of cancellation of an approved request one business day prior to scheduled pickup of the device. A one-time fee of $10.00 will be charged for cancellation under the one business day requirement.

This agreement supersedes previously executed agreements.

Employee _____ Date _____

Supervisor _____ Date _____

Department Head _____ Date _____

Telephone Services _____ Date _____

For TPS Use Only			
Check Out Date:	_____	Provider:	_____
Check In Date:	_____	Make/Model:	_____
Total # of Days:	_____		
Rate:	_____	Phone Number:	_____
Total Charge:	_____		

Please fax the completed form to Telephone Services at 765-285-1027