

UC ANR CELL PHONE GUIDANCE

Effective: April 7, 2020

This is to announce a change in the iPhone purchasing guidance for UC ANR employees as recently approved by Controller Jake McGuire and Chief Information Officer Sree Mada.

Effective immediately, the iPhone version one model lower than the most recent version in the retail market can now be purchased without a special justification. Since the current model being marketed is an iPhone XI, the Apple iPhone XS Max 256GB (or less) and Samsung Galaxy S10+ 128GB (or less) can now be purchased under this new guidance.

Forms to be Completed

As always, all employees purchasing a cell phone are required to complete and submit an [Employee Agreement Form](#), certifying that the phone will be used primarily for UC ANR business-related purposes. This form is on our BOC website as the G-46 Agreement Form.

In addition, all employees requesting a cell phone as demonstrated for their ANR work are required to submit an [Eligibility Form](#) prior to purchase. Advisors, Academic Coordinators and Community Education Specialists are not required to complete this Eligibility Form due to their program delivery responsibilities per the Endpoint initiative guidance established in early 2018. This form is on our BOC website as the G-46 Eligibility Form.

Approvals

All cell phone purchases must be pre-approved by either the County Director, or if purchased for a County Director, Mark Lagrimini.

If an employee requires a cell phone more advanced than the (currently allowable) iPhone or Samsung model, a technical justification explaining the need for additional requirements is to be submitted along with the original request. From a programmatic perspective, Mark Lagrimini provides the written approval; Sree Mada will review the request from a technical perspective.

Purchasing a cell phone without proper pre-approvals is not allowable under UC ANR fiscal policy and will result in a Confirming Order needing to be submitted. As you know, confirming orders are only to be used in unusual circumstances, and run the risk of the purchase not being approved by ANR Controller Jake McGuire. Please pass this word along to all employees in your UCCE locations.

This message is subject to change, as new iPhone and Samsung models are introduced into the marketplace in future months.

If you have any questions, please do not hesitate to contact Sree Mada or the BOC. Thank you.

Emily LaRue, Associate Director
Business Operations Center