



- Comply with all Federal and State data maintenance and protection laws (e.g., FERPA, records retention requirements), as well as all University policies, including those pertaining to data security, password protection, acceptable computing use, and email. Please refer to <http://www.usnh.edu/olpm/UNH/VI.Prop/F.htm>
- Delete all University data from the cell phone when employment with the University is severed, except when required to maintain the data in compliance with a litigation hold notice.

### Employee Certification

By signing below, I certify that I have read, understand, and agree to the Cellular Phone Policy (<https://www.unh.edu/hr/unh-cell-phone-policy-updates>) and my responsibilities under the policy. I further certify that the above allowance will be used toward expenses that I incur for cell phone usage for business purposes. I understand that the allowance provided is the sole compensation provided and that UNH has no other responsibility or obligations for the business use of my personal cellular device.

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\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

I certify that the above named employee requires the service indicated to conduct official UNH Business. I will notify BSC promptly if the allowance should be changed or discontinued.

\_\_\_\_\_  
*Program Team Leader/Supervisor Signature*

\_\_\_\_\_  
*Program Team Leader/Supervisor Name*

\_\_\_\_\_  
*Date*

*\*\*The end date is June 30<sup>th</sup> of each fiscal year. Requests cannot cross fiscal years. A new form is required each fiscal year.*