Mobile Device Purchase

Summary
The Mobile Device service has a purchase support offering, to provide assistance in selecting and ordering a mobile device for Faculty and Staff on Yale’s mobile plans.

Features
- Assistance selecting and ordering mobile devices, including cell phones and tablets
- Review of Data Plans from AT&T & Verizon

Who can use it?
The Mobile device service is available to SOM faculty and staff members

How much does it cost?
Staff:
There is no cost for our team to assist you. However, the department will be responsible for the cost of the mobile account, data plan and phone. Yale SOM encourages staff and faculty members to utilize the payroll reimbursement in order to maintain control of their cellular plans and devices. (See Related Policy and Procedures below)

Faculty:
Purchasing Cellular Phones & Service: The policies regarding cell phone service and devices outlined below apply only to ladder and non-ladder faculty whose FTE is 50% or greater.

Prior permission required:
- Purchasing a new phone before the current one is out of warranty. Replacement of a lost or damaged phone is a personal expense.
- Additional phones / phone lines

No permission required:
- Purchasing a new phone if the old one is out of warranty
- Making changes in cellular service

Key Policies

- **Option 1: Monthly Stipend.** Full-time faculty may request a cell phone stipend from their R&T funds for their monthly cellular phone service. The following conditions apply:
  - The phone should be used for conducting University business;
  - The taxable stipend for service is $65/month, which will be paid through Yale’s payroll;
  - Faculty receiving a stipend may use R&T funds to purchase their phone, however, new equipment will only be reimbursed after YSOMIT has been granted access to the new device to gather the information required for Yale asset tracking.

- **Option 2: Yale-Hosted Account.** Instead of receiving the cell phone stipend, full-time faculty may also opt to purchase their cell phone service and device through Yale IT and have the monthly service charge deducted from their R&T funds. When selecting this option, the faculty member should be aware that the carrier will not discuss the account with them or make changes at their request; all requests must be initiated through SOMIT.
  - Faculty are expected to take over the service and payment of their account upon retirement or departure from the University and cellular phones purchased with R&T funds remain the property of the University.

How do I get it?
A supervisor must approve the request for staff cell phones. The SOM IT Service Desk offers in-person and desk-side support on Monday - Friday, 8:00 a.m. - 5:00 p.m. EST. Please call (203) 432-7777 to schedule an appointment, or email us a request at somit@yale.edu

For Verizon cell phone replacement requests, please fill out the Replacement Request Form

For AT&T cell phone replacement requests, please email SOMIT@yale.edu and provide the phone number, phone model, storage amount and color of the requested device

Phones can be purchased out right at the Apple store and you can also have them give you a sim card for any carrier (if you do it this way you have to send the sim info along with the device info over to CTS to get the activation done)

Related Policy and Procedures

- SOM Business Operations Policy
  - Staff: As of October 1, 2019, the school will be adopting a new personal cell phone stipend policy. Per the University Tax Office and IRS regulations, we are required to process these stipends through the payroll system. You will notice that the reimbursement will become reportable income. The school will increase your monthly allowance to $65 to include the taxes. On this plan, you are not eligible for reimbursement for new equipment. If at any time you switch to the Yale Telecom service, you must wait 1 year from the date you switch to purchase a new device. Please feel free to reach out to SOM Business Operations with any questions or concerns.

- Faculty/Staff on the Yale Mobile Device Plan are eligible for a new phone every two years.

- All users of Yale University computing and networking facilities are expected to read and abide by the Information Technology Appropriate Use Policy. For additional information, please familiarize yourself with the Policies and Procedures related to HIPAA Security.

Related Knowledge Articles

Mobile Devices: Calling/Data Plans for Faculty and Staff

Transferring Financial Responsibility