

**Appendix A**  
**Assignment of a Personal Communication Device**

By signature below I certify that I have received a Binghamton University-owned personal communication device (PCD). I understand that use of this PCD is primarily for business-related purposes. I understand that the PCD is University property and I am responsible for its safe keeping and for ensuring that this device remains in proper working order. It is my responsibility to report any defects or damage, including theft or misplacement, to the University's Telecommunications Office immediately. I understand that in the event of theft or damage to the PCD, I may be required to reimburse the University the cost of repairing or replacing the PCD.

I understand that Binghamton University has the right to investigate, retrieve, and read any communication or data composed, transmitted, or received through voice services, online connections, and/or stored on its servers and/or property, without further notice to employees, to the maximum extent permissible by law.

I also understand that upon the termination of my employment at the University, that I must return the PCD to my supervisor. I also understand that the issuance of a PCD is a privilege that can be revoked at any time.

Additionally, I will be personally responsible for complying with applicable laws and University policies relating to the use of mobile devices, including highway safety laws, copyright laws, privacy and security protocols, and export control and data security policies.

I have also read and understand Management Procedure 413 – "Personal Communication Devices", including all applicable appendices and agree to abide by its terms and conditions.

Authorizing Department Name: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Account to be charged: \_\_\_\_\_

Copy: Employee

Authorizing Department

University Telecommunications Office