

**UW-Madison Wireless Service and Equipment Guidelines**  
**August 19, 2011**

UW-Madison departments may purchase or be reimbursed for mobile computing / communications devices (mobile devices) using university funds if the department determines that the device is needed by an individual to conduct UW-Madison business.

- If UW-Madison funds are used to purchase both the mobile device and service, the individual responsible for the device will be subject to the State Wireless Handheld Voice and Data Services and Equipment Policy (June 10, 2010).
- If UW-Madison funds are used to reimburse the individual for only the mobile device, the equipment will belong to UW-Madison.
  - If the individual leaves UW-Madison within 6 months of the purchase, the individual must return the device or reimburse UW-Madison for the actual device cost. If the individual leaves UW-Madison between 6 months and a year of the purchase, the individual must return the device or reimburse UW-Madison for 50% of the actual cost. If the individual leaves UW-Madison a year or more after the purchase, it is up to the discretion of the department how to handle ownership of the device.
  - UW-Madison will only reimburse for mobile devices once every 2 years or when the individual's contract allows for a discounted device, whichever is longer.
- If individuals purchase voice or data services for the mobile device to conduct non-university business, those services may not be purchased using UW-Madison funds.
- If individuals purchase voice or data services using non-university funds, that service is considered a private arrangement between the individual and the vendor providing the service.

Other information:

1. UW-Madison will not be offering a stipend policy at this time. UW-Madison will not split the cost of voice and data services when individuals purchase voice or data services using non-university funds
2. A link to the State Wireless Handheld Voice and Data Services and Equipment Policy (June 10, 2010) can be found at: [http://www.doa.state.wi.us/docs\\_view2.asp?docid=6613](http://www.doa.state.wi.us/docs_view2.asp?docid=6613).