

Mobile Device Inventory Control

Introduction

Policies and procedures over mobile devices ensure inventory control and monitoring of proper usage. These policies apply to MRCOG and WCCNM.

Procedures

Cell phones

MRCOG issues cell phones to employees who require to be contacted outside of business hours and/or whose duties require cell phone usage. All cell phone issuances must be approved by the Executive Director, which is done via the PO process. Cell phones are for business use only.

MRCOG cell phone plan is administered by T-Mobile. The plan is a State of New Mexico government plan used by government agencies in New Mexico.

To request a cell phone, employees must make a request to the IT Department, who will provide the employee with information on options and costs. The employee then prepares a PO for the purchase of the cell phone (or related equipment), which must be approved by the Executive Director. Once the PO is approved, the IT Department will then place the order for the equipment with T-Mobile. New lines must also be approved by the Chief Information Officer. All lines/numbers must be communicated by the IT Department to the Finance Department so that charges on invoices can properly allocated to user departments.

The phones are tracked on the monthly T-Mobile invoices. Each employee with their cell phone number is detailed on the invoices. Finance monitors costs and usage on each monthly bill. Any irregular patterns are investigated.

Obsolete phones are traded in to T-Mobile upon replacement.

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