

**SRSU GRADUATE STUDENT CENTER**  
 AUTHORIZATION TO REMOVE SATELLITE PHONE FROM CAMPUS

I (print name) \_\_\_\_\_ request authorization to remove from the campus of Sul Ross State University one Iridium satellite telephone and accessories belonging to the Sul Ross State University, SRSU inventory asset tag number SRSU 051999.

Purpose: \_\_\_\_\_

Off-campus location of the satellite phone: \_\_\_\_\_

Date satellite phone will be removed from SRSU Campus: \_\_\_\_\_

Date satellite phone will be returned to SRSU Campus: \_\_\_\_\_

- I certify that the purpose of the satellite phone removal directly supports graduate academic pursuits.
- I will exercise reasonable care in the safeguarding of the satellite phone and all accessories.
- **I accept full fiduciary responsibility for the phone and all accessories. If negligently lost, stolen, or damaged I will reimburse the University for all repair or replacement costs.**
- I will surrender the satellite phone and accessories at the agreed upon time or upon demand.
- I understand that I will be responsible for charges associated with calls not related to an emergency or graduate research related business at the applicable usage rate charged to SRSU by the vendor.

_____	_____	_____
User Signature	Banner ID	Date
_____	_____	_____
Authorized by (Print)	Signature	Date

**Log all calls made and received:**

Duration (min:sec)	Indicate nature of call (emergency, graduate research related business, or personal); who was called (outgoing); who called (incoming); circumstances prompting the call

**Graduate Student Center Staff Use Only:**

Call meter start: \_\_\_\_\_ Call meter end: \_\_\_\_\_ Total minutes used: \_\_\_\_\_ Verified against call log? \_\_\_\_\_  
 Starting minute balance: \_\_\_\_\_ Ending minute balance: \_\_\_\_\_ Total minutes used: \_\_\_\_\_ Verified? \_\_\_\_\_

**Complete the following upon return of the phone**

_____	_____	_____
Person Returning Equipment (Print)	Signature	Date
_____	_____	_____
Person Receiving Equipment (Print)	Signature	Date

*You must present this signed form and your SRSU ID to any law enforcement or SRSU official if requested to verify authorization for possession of the phone.*