Wilkes University

CELL PHONE REQUEST / AGREEMENT FORM

All required information must be completed and all applicable approvals obtained prior to the ordering of any new University-issued cellular phone. All costs associated with a University-issued cellular phone, including monthly service charges, data charges, equipment, accessories, and any other related expenses, shall be charged to the appropriate University Officer's budget (President, Vice President, or Dean). University-issued cellular phones shall be purchased only through the University's designated preferred cellular service provider. The appropriate University Officer must review and approve this request by signing below prior to the purchase or issuance of the cellular phone.

Employee Name:
Email:
Title:
Department / Division:
Budget Manager / Dean's Name:

Request Type: ☐ New Request ☐ Replacement – Current Cell Phone #: _____

Phone Type (Check One): ☐ iPhone ☐ Android ☐ Standard Flip

Accessories (Check All That Apply): ☐ Case ☐ Charging Block ☐ Other : _____

Budget Allocation:

FUND	ORGANIZATION	ACCOUNT	PROGRAM
111001		793111	

Justification for receiving a University-issued cellular phone:

The information provided above accurately reflects the employee's business need for a University-issued cellular phone. The employee acknowledges having read the Cellular Phone Policy and agrees to comply with all applicable requirements. The employee further acknowledges that, should business-related usage significantly decline for a sustained period, or should the employee's job functions no longer require the use of University-issued cellular equipment, the employee is responsible for notifying their supervisor and Information Technology Services in writing as soon as practicable.

_____ _____

Cell Phone Holder's Signature (Employee) Date

_____ _____

Budget Manager / Supervisor Signature Date

_____ _____

President / Vice President / Dean Signature Date