

REQUEST FOR CELLULAR PHONE

Nonstock Requisition No. _____

Site/Department _____ Loc. No. _____ Date _____

Reason(s) for requesting a cellular phone:

Assignments/responsibilities regarding requested cellular phone:

Cellular phone will be assigned to: _____

Title of cellular phone user: _____

Phone number to notify user when cellular phone is ready for pickup: _____

Person responsible for cellular charge statement: _____
(includes reviewing monthly statements, paying personal calls, sending payments to M&O Center)

Administrator/Dept. Head responsible for reviewing and approving user audit of cellular phone statement: _____

Budget Account Numbers for Requested Cellular Phone:

Budget account for purchasing cellular phone: _____

Budget account for billing cellular phone calls: _____

Signatures approving purchase of cellular phone:

Administrator/Dept. Head _____ Phone _____
(print name)

Administrator/Dept. Head _____ Date _____
(signature)

Budget Office _____ Date _____