



WILKES UNIVERSITY
CELL PHONE REQUEST/AGREEMENT
FORM

All information must be completed before ordering a new cell phone. ALL charges (Monthly charges, data charges, equipment, accessories, etc) associated with a cell phone are applied to the appropriate University Officers budget (President, Vice President or Dean). Phones will not be ordered from carriers other than the University's preferred supplier. The University Officer must approve this form by signing below.

Requesting Department/Division: _____

Budget Manager/Dean's Name: _____

Phone: _____

Employee Name: _____

Phone: _____

Email: _____

Title: _____

This is a: New Request Replacement (Cell Phone # _____)

Phone Request (Check One): Standard Flip Smartphone

Accessories Requested (Check All that Apply): Data Package Belt Clip

Car Charger Case
 Other: _____

Budget Allocation:	FUND	ORG	ACCT	PROG
			7111	

Justification for receiving a University cell phone: _____

I, _____, certify the above to be an accurate reflection of my business needs for a University Cell Phone. I have read the Cellular Phone Policy and agree to comply with the requirements. I further certify that should the business usage significantly decline for a sustained period, or my job functions no longer require the use of the equipment, that I would notify my supervisor and the Procurement Office, in writing, as soon as practicable.

 Cell Phone Holder's Signature (Employee)

 Date

 Budget Manager/Supervisor Signature

 Date

 President/Vice President/Dean Signature

 Date

IT Use Only
 Date Ordered: _____ Date Received: _____ Date Deployed: _____