



### Cell Phone Request Form

**Phone User Information**

Name of Phone User: \_\_\_\_\_ Position: \_\_\_\_\_

Campus/Department: \_\_\_\_\_ Phone Number (If Known): \_\_\_\_\_

Current Free Smartphone with Case (No PO needed)

Reason for Phone: \_\_\_\_\_

Other (Explain reason for something other than current free phone) \_\_\_\_\_

Cost of device including protective case \_\_\_\_\_

**Authorization (Must be an Executive Director or Higher)**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

**Budget Administrator**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
*Authorized Budget Administrator Signature*

**NOTICE! IF YOU ARE REQUESTING SOMETHING OTHER THAN THE CURRENT "FREE" PHONE YOU MUST GET SIGNED APPROVAL FROM THE SUPERINTENDENT FOR THIS FORM TO BE PROCESSED.**

Superintendent Signature \_\_\_\_\_