

Information Technology Services  
CELLULAR SERVICE REQUEST

Customer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Cost Center: \_\_\_\_\_ Cost Center #: \_\_\_\_\_

In requesting cellular service, the cost center, by authorized signature, acknowledges and understands the following:

1. Cellular equipment and services are for university business only. All calls will be detailed on the bill, including local and incoming.
2. The cost center is responsible for the service and equipment use whether on or off campus.
3. The cost center is responsible for replacement costs if cellular equipment is lost, damaged or stolen.

**Approval of individual with cost center signature authority:**

\_\_\_\_\_  
Signature Date

**Approval of supervisor (only required when the customer is also the individual with signature authority):**

\_\_\_\_\_  
Signature Date

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**Office Use Only**

Model: \_\_\_\_\_ Esn #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Call Plan: \_\_\_\_\_ Effective Date: \_\_\_\_\_ Request #: \_\_\_\_\_

**Accessories:**

Case \_\_\_\_\_ Cig Plug \_\_\_\_\_ Other \_\_\_\_\_

**Approval of ITS:**

\_\_\_\_\_  
Signature Date

CELLULAR PHONE ACCEPTABLE USE POLICY  
APRIL 2004

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Telecommunications Services offers cellular phone service on a rental basis to administrative users. Those interested in obtaining the service must complete the Cellular Service Request Form (refer to Business Procedure Manual, Procedure No. 23-8 for a sample form). No other cellular services except those offered or arranged by Telecommunications Services are authorized for employee use and payment with university funds. All associated costs will be billed to the appropriate cost center. This policy applies to the use of cellular services paid for by university funds.

Because premium rates apply to cellular calls, and because the university promotes safe and responsible use of cellular devices, the following additional restrictions apply:

1. The call must be placed on a non-cellular phone if one is accessible.
2. If possible, the call should be delayed until a non-cellular phone is accessible.
3. Cell phones should not be used while operating motor vehicles or engaging in other hazardous activities requiring focused attention.

I confirm that I have read and agree to comply with the Cellular Phone Acceptable Use Policy:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date