

Cellular Authorization Request Form

Employee Name _____ Effective Date of Request _____

Department _____ Campus Phone Number _____

Justification _____

Examples: Emergency Response, 24/7 availability, must perform university business from off campus, maintains mission critical systems

(One-time) Equipment reimbursement and Sprint.

cost of Verizon, AT&T,

The current averages are:

Basic Phone (voice)	\$117.00	\$88.00
Smart Phone (both)	\$438.00	\$329.00
Hotspot (data)	\$167.00	\$126.00

Service reimbursement will be reimbursed quarterly. Reimbursement will be based on actual billed amounts up to the levels listed below.

Basic Phone (voice)	\$126.00 per quarter
Smart Phone (both)	\$225.00 per quarter
Hotspot (data)	\$159.00 per quarter

Equipment reimbursement: _____

Quarterly Service: _____ they _____

have

read and agreed to abide by CSWBC Cellular Services Policy.

Level 1 confidential data cannot be used or stored on cellular equipment

Employee's Name: _____ Signature: _____

Dean/Dept Manager's Name: _____ Signature: _____

Cabinet Officer's Signature: _____ Signature: _____