

**University of North Texas  
University-Owned Cell Phone/PCD Request**

Employee Name:	EMPLID:	Date:
Department:	Account Number:	
Justification for University-owned cell phone or PCD and related monthly costs (i.e., how will the phone/PCD be used in conducting official University business)		
<b>I hereby certify that the statements above are correct, that I will use the cell phone/PCD for official business only as described, and that I have read and understand the University's Cell Phone Policy (14.006)</b>		
<b>Employee Signature:</b> _____		
Indicate type of University-owned phone/PCD and related plan being requested and provide details as shown.	Name of requested cell plan provider _____ Number of minutes in monthly plan requested _____ Monthly plan amount requested \$ _____ Cell phone/PCD model requested: Brand _____ Model _____ Cost _____ Required accessories: <input type="checkbox"/> Car Charger <input type="checkbox"/> Case w/belt clip <input type="checkbox"/> Other _____ Is cell phone "push-to-talk" (i.e., Nextel) ___yes ___no	
Department Head	Print Name:	
I hereby approve the request as shown *	Signed:	Date:
Department VP/Dean	Print Name:	
I hereby approve the request as shown *	Signed:	Date:
Vice President for Finance and Administration	Print Name:	
I hereby approve the request as shown *	Signed:	Date:

**Forward the completed form to the Telecommunications Department for processing**

*\* By approving this request, I authorize the Telecommunications Department to bill the department for the cost of the phone/PCD and monthly charge.*

-----Telecom Use Only -----

Processed by Telecom Department: \_\_\_\_\_

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