

Nazareth Departmental Cellular Phone Request Form (rev. 02/10/09)

NOTE: FOR USE WITH OPTION C

Refer to the Nazareth Cellular Phone Policy for information about policies regarding cell phone and PDA/Data Plan service.

Department Name: _____ **Director's Name & Departmental Cell Phone #:** _____

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Business Purpose/Justification: Provide the reason this department requires a cell phone for department use:

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General ledger account number:

Fund	Unit	Object
11		53060

Time Period for this usage:

Start Date **End Date:** **Total Estimate of Cost (amount/month X # of months)**

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NOTE: The annual amount covers the time period requested above. Requests cannot cross fiscal years. Submit a new Request Form to the Controller's Office each year.

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Director Certification:

I certify that I require the service requested to conduct official Nazareth College business...

Director Signature:

Date:

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Supervisor Certification:

I certify that the above-named department requires the service indicated to conduct official Nazareth College business. I will notify the Controller's Office immediately, in writing, if the service should end prior to the end date indicated on this form. Note: If the employee is a dean or vice president, only the Authorized Approval signature is required and this Supervisor signature may be left blank.

Supervisor Signature:

Date:

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Authorized Approval:

Date:

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Deans/Vice Presidents must approve allowance requests for employees within their college/division. The Vice President for Academic Affairs will approve allowance requests for the Deans; the President will approve requests for the Vice Presidents.

Send the completed form, with the appropriate approvals, to the Controller's Office for processing.