

**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
<b>11</b>		<b>53060</b>

**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.