

**CLAYTON STATE UNIVERSITY  
CELLULAR PHONE REQUEST FORM**

PLEASE CHECK APPROPRIATE BOX

New Service <input type="checkbox"/>	Upgrade Phone <input type="checkbox"/>	_____
		Cell Phone Number
Upgrade rate plan <input type="checkbox"/>	New rate plan description	_____
Change Carrier <input type="checkbox"/>	Current Carrier	_____
	New Carrier	_____
Disconnect Service <input type="checkbox"/>		

<b>Department Name</b>	<b>Department Number</b>
_____	_____
<b>Person Placing Order</b>	<b>Phone Extension</b>
_____	_____
<b>End User Name</b>	<b>End User Employee ID</b>
_____	_____

<b>Department Manager Approval</b>	_____	_____
	signature	date
<b>Vice President/President Approval</b>	_____	_____
	signature	date

**COMPLETE THE FOLLOWING FIELDS**

<b>Provider</b>	<b>Phone Device Make &amp; Model</b>	
AT & T	<input type="checkbox"/> Blackberry	<input type="checkbox"/>
Verizon	<input type="checkbox"/> iPhone	<input type="checkbox"/>
	<input type="checkbox"/> Other	<input type="checkbox"/>
<b>Voice Plan Needed</b>	<input type="checkbox"/> Data Plan Needed	<input type="checkbox"/>
<b>Accessories Needed</b>	<input type="checkbox"/> Text Messaging Plan needed	<input type="checkbox"/>
list accessories		

I certify the cell phone assigned to me will be used primarily for business calls.  
All personal calls will be kept to a minimum.  
I have read the Wireless Communications policies and procedures related to cell phone use and expenses.

**Cell phone User Signature** \_\_\_\_\_ **Date** \_\_\_\_\_