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3.465:01 Request / Approval Form for Cellular Telephone or Data Device

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ANTIOCH UNIVERSITY

Employee Request/Approval Form for Cellular Telephone or Data Device

Form #3.465:01

Name: _____ Datatel ID # _____

Campus: _____ Budget # to Charge _____

Requested Service:

___ (A) UNIVERSITY ISSUED CELL (check one)

___ Cell Phone Only

___ Cell Phone with data plan

___ (B) REIMBURSEMENT OF PERSONAL CELL PHONE (check one)

___ Cell Phone Only

___ Cell Phone with data plan

___ (C) DATA DEVICE – Type of device _____

Business-Related Reason for Request:

Check one: ___ Approved

___ Disallowed

Signatures:

Supervisor _____ CFO _____

I have read and understand the University's Policy 3.465 "Cellular Telephone and Data Service as well as Policy 4.613 "Mobile Technology Use and Driving".

Employee _____ Date _____

(A) Send to Payroll Coordinator, HR Yellow Springs

(B) Campus Business Office

(C) Director of Technical Services, Central IT Yellow Springs