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

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ANTIOCH UNIVERSITY

Employee Request/Reimbursement Approval Form for Cellular Telephone and/or Internet Service

Form #3.465:01

Name: _____ Datatel ID # _____

Campus: _____ Budget # to Charge _____

Requested Service:

(A) REIMBURSEMENT OF PERSONAL CELL PHONE

(\$30 per month)

___ Cell Phone

___ (B) REIMBURSEMENT OF PERSONAL HOME INTERNET SERVICE

(\$30 per month)

___ CARRIER NAME _____

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 _____

**Copies to: Human Resources, AU Administration, Yellow Springs
Supervisor**