

CLAYTON STATE UNIVERSITY
ANNUAL CELLULAR PHONE CONTINUED USE AUTHORIZATION

Department Name <input style="width: 95%; height: 25px;" type="text"/>	Department Number <input style="width: 95%; height: 25px;" type="text"/>
End User Name <input style="width: 95%; height: 25px;" type="text"/>	End User Employee ID <input style="width: 95%; height: 25px;" type="text"/>
Service Provider <input style="width: 95%; height: 25px;" type="text"/>	Phone Extension <input style="width: 95%; height: 25px;" type="text"/>
Phone Device/Make & Model <input style="width: 95%; height: 25px;" type="text"/>	Monthly Expense \$ <input style="width: 95%; height: 25px;" type="text"/>

Time Period

DATE FROM _____

DATE TO _____

I authorize continued use of a university provided Cellular Telephone:

Department Manager Approval _____
signature date

Vice President Approval _____
signature date

I certify that the cell phone assigned to me will be used primarily for business calls. All personal calls will be kept to a minimum.

I have reviewed the policies and procedures related to cell phone use and expense.

Cell phone User Signature _____
Date