



TOWSON UNIVERSITY REQUEST FOR CELLULAR
TELEPHONE & SERVICE FORM

Name: _____

Department: _____

Department Peoplesoft ID: _____

Job Title: _____

University Extension: _____

New Activation? YES NO

Current University Cellular Number (if applicable): _____

Briefly describe reason for cellular telephone request, including why a pager or radio cannot be utilized:

Please provide an estimate of expected monthly usage in minutes: _____.

Please check below as appropriate:

I request that I be allowed to use the cellular telephone for personal use and agree to pay the annual personal use fee of \$180.00 annually. _____

I do not request to use the cellular telephone for personal use. _____

Requester

I certify the above to be an accurate reflection of my business needs and estimated monthly usage. I have read "Towson University's Cellular Telephone Equipment and Services Policies" and agree to comply with them.

Requester Signature

Date

Department Head

I approve the above request for a cellular telephone. The use and estimated monthly minutes accurately reflect the requester's business needs. The Department ID to be billed is accurate. I have read "Towson University's Cellular Telephone Equipment and Services Policies" and agree to comply with them.

Department Head's Signature

Date

Vice President of Administration & Finance (Only required for Smart phones)

I approve the above request for a Smart phone. I have read "Towson University's Cellular Telephone Equipment and Services Policies" and agree to comply with them.

Vice President Signature

Date

Please send completed forms to Nicole Cosentino, Cook Library, Rm. 12 or by email to Ncosentino@towson.edu