# Cell Phone Authorization Form

This form should be used for Method One: College-Provided Device under College Policy No. 607.

## Authorization Form/Agreement

Must be completed and signed by both the employee and Dean.

A College-provided cell phone or communications device is justified for these reasons (mark all that apply):

- [ ] This employee must be readily accessible in the event of an emergency.
- [ ] This employee is frequently away from access to traditional land-based phone services.
- [ ] This employee needs to be accessible after normal working hours.
- [ ] This employee’s job duties are critical to the operation of the college and immediate response is needed.
- [ ] This employee’s job requires the employee to be mobile with direct office contact.
- [ ] Other ____________________________________

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<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
<th>Dean</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name:</td>
<td></td>
<td>CWID</td>
<td></td>
</tr>
</tbody>
</table>

**Department:**

**Account Number Charged:**

**Date device assigned to employee:**

**Type of device assigned:**

**ITS signature:**

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White-ITS  Green-Finance  Pink-Dept.  Gold-Employee  Yellow-HR