

## Luther College Departmentally-Owned Cell Phone Request Form

Requesting Department:	
Reason for Request (detail description of how and where the phone will be used):	
GL account number to be charged (object code for allowance):	Cell phone number (to be filled in by the Office for Financial Services):
_ _ - _ _ - _ _ _ _ _ - 51212	

**Criteria:**

- Certain departments may have special needs that justify departmental ownership of cell phones. The help desk, maintenance personnel, custodians, security, and vehicle fleet phones are examples of areas where phones may be assigned to a position or rotated among employees. This would also include departments that have multiple employees sharing a single cellular phone for on-call rotations. **Departmentally owned phones are restricted to 100% business use.** On an exception basis, there may be an occasion for emergency personal use, and if so, the employee would then have to timely reimburse the College for all personal calls. An employee should notify their supervisor if a personal call is made on a college owned cell phone. Reimbursements for personal calls on departmentally owned phones should be sent to the Office for Financial Services.

**Manager/Supervisor Certification and Signature:**

I certify that the requested cellular device is required to cover work-related expenditures as described above. I further certify that I have read, understand, and intend to comply with the Luther Cellular Device Policy.

\_\_\_\_\_  
 Manager/Supervisor: Print Name

\_\_\_\_\_  
 Manager/Supervisor: Signature

\_\_\_\_\_  
 Date

**Vice President/President Approval:**

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**Send completed form to the Office for Financial Services.**

**A review of each departmentally owned phone should be conducted annually by the department manager/supervisor to verify its need.**