



Cell Phone Request Form

- All new cell phones require a 2 year contract. A monthly fee of \$50.00 will be charged to your program for the duration of the contract.
- Phone costs vary and will also be charged to your program.

Please check all that apply:(Must meet at least 2 of the 5 criteria below)

Employee regularly scheduled to work away from their desks

Employee required to be available by phone while they are not at their desks

Employee needing phone access for safety due to the nature of their jobs

Employee required to read and respond to e-mails while away from their desks

Access to e-mail is deemed to be time sensitive

Employee Name: _____ Employee ID # _____

Location: _____ Dept and Program # _____ Grant # _____

Signatures:

Supervisor _____

OP Director _____

Employee _____ Date _____

Please email completed form to
angiee@htop.org

*For purchasing department purposes
only*

Date Requested _____

Date Ordered _____

Phone # issued _____

Date to IT _____

Date to Program _____