



CELLULAR PHONE REQUEST/AUTHORIZATION

As per Onondaga-Cortland-Madison Board of Cooperative Educational Services (OCM BOCES) formal policy, the employee listed below requests authorization to have access to BOCES cellular phones and cellular services. The request is made in order to enhance work productivity and increase cost effectiveness. The employee is financially responsible for damage to the cellular equipment resulting from misuse. Further, the employee will be financially responsible for any personal calls. Cellular phone access is limited to those employees meeting the criteria described in Board Policy and access privileges may be revoked at any time.

Employee - Print Name

Onondaga **Cortland**
Primary Work Location - County (check one)

Budget Code To Charge

Employee Signature

Print Name

Date

Phone type (to be completed by supervisor): Standard flip phone Flip phone with texting iPhone

Immediate Supervisor Signature

Print Name

Date

Program Administrator Signature

Print Name

Date

Assistant Superintendent for Administration Signature

Suzanne Slack

Print Name

Date

To Be Completed by Facilities Office

Number Assigned: _____ Date: _____ Personal Use Form: _____