Stockbridge-Munsee Community
Cell Phone Request Form

All cellular phone/service requests require departmental review and approval. The requestors’ immediate supervisor will review each request for business justification and departmental approval. Complete a separate form for each cellular phone/service request and send to the MIS Department. Please fill in all required information.

Name: ________________________________ Department: ________________________________

Phone Number: ____________________________________

Is this a new cell phone request?   Yes _____   No_______

If yes, what is your current cell phone number: __________________________________

Justification:

________________________________________________________________________

Equipment requested (Write stipend if requesting a SMART phone):

________________________________________________________________________

Account Number: _____________________________________________________________

Order Questions: Please contact the MIS Department with all questions regarding phone service, available plans, and types of equipment available.

By signing this form the requestor agrees to the Stockbridge-Munsee Community Cell Phone Use Policy located at (insert web address).

Requestor Signature: ___________________________ Date: ____________

Approval Signature: _____________________________ Date: ____________

Secondary Approval: _____________________________ Date: ____________
(Only if required)

Internal Use Only
Phone Number: ___________________________ Type Of Phone: ___________________________

Cost of phone and equipment: _____________________________________________________

Date Issued: ____________                     Date Returned: ________________