

TOWSON UNIVERSITY REQUEST FOR CELLULAR
TELEPHONE & SERVICE FORM

Name: _____
Department: _____
Job Title: _____
FRS Code: _____
University Extension: _____

Briefly describe reason for cellular telephone request, including why a pager or radio cannot be utilized:

Please provide an estimate of expected monthly usage in minutes: _____.

Requester

I certify the above to be an accurate reflection of my business needs and estimated monthly usage. I have read "Towson University's Cellular Telephone Equipment and Services Policies" and agree to comply with them.

Requester Signature

Date

Department Head

I approve the above request for a cellular telephone. The use and estimated monthly minutes accurately reflect the requester's business needs. The FRS code to be billed is accurate. I have read "Towson University's Cellular Telephone Equipment and Services Policies" and agree to comply with them.

Department Head's Signature

Date

Vice President of Administration & Finance (Only required for Smart phones)

I approve the above request for a Smart phone. I have read "Towson University's Cellular Telephone Equipment and Services Policies" and agree to comply with them.

Vice President Signature

Date