



Cell Phone Request Form

NAME	
PHONE NUMBER (If getting an upgrade)	
DEPARTMENT	

Please check one of the following:

- New cell phone request
 Preferred Device: Samsung, Apple, etc.: _____
- Upgrade or Replacement
 Preferred Device: Samsung, Apple, etc.: _____

How will this be paid for:

- Tribal hard dollars
- Grant Funded GL # _____

_____ Date

Signature of Employee

_____ Date

Signature of Manager

_____ Date

Signature of Director/Executive

All employees with a company owned mobile device **MUST** report their device (lost, stolen and or broken) within 24 hours. The employee is responsible to fill this form out and have their Manager sign and acknowledge the issue, then turn it into the Mailroom Clerk. Each employee is allowed ONE UPGRADE a year. If you have had a device lost/stolen/ or broken more than once within the year, you would then be ineligible for an upgrade and you will be responsible for paying for the new device at retail value.

OFFICE USE ONLY	
Order Date:	Receive Date:
Device:	Other:
Mailroom Signature:	