OCMBOCES

Committed to Your Success

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.

_____ ☐ **Onondaga** ☐ **Cortland**

Employee - Print Name **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 ☐ iPhone

_____	_____	_____
Immediate Supervisor Signature	Print Name	Date
_____	_____	_____
Program Administrator Signature	Print Name	Date
_____	Andrew DiBlasi	_____
Assistant Superintendent for Administration Signature	Print Name	Date

To Be Completed by Facilities Office

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