OCMBOCES

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.

	One	ondaga	Cortland	
Employee - Print Name	Primary Work Location - County (check one)			
Bud	lget Code To Charge			
Employee Signature	Print Name		Date	
Phone type (to be completed by superv	Standard risor): flip phone		iPhone	
Immediate Supervisor Signature	Print Name		Date	
Program Administrator Signature	Print Name		Date	
	Phil Grome			
Assistant Superintendent for Administration Signature	Print Name		Date	
• To Be Cor	mpleted by Facilities Of	fice	•	
Number Assigned:	Date: Persona		al Use Form:	