



## 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.

\_\_\_\_\_  
**Employee - Print Name**

**Onondaga**       **Cortland**  
**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     Flip phone with texting     iPhone

\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Administrator Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Superintendent for Administration Signature

Phil Grome

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

### To Be Completed by Facilities Office

Number Assigned: \_\_\_\_\_ Date: \_\_\_\_\_ Personal Use Form: \_\_\_\_\_