

## Colby College Cell Phone Request Form

1. Cell phone service is provided for administrative staff members who require it for College business. Service is centrally contracted with any equipment remaining the property of the College. Service expenses are charged to departments. Janna Hunnewell (janna.hunnewell@colby.edu, x4201) for additional information.
2. Complete all applicable fields below. Supervisor and Administrative VP approval are required for new service. Email the completed form to its-purchasing@colby.edu

<b>Name</b>	<b>Email</b>
<b>Department</b>	<b>Cost Center to Charge</b>
<b>Device Details</b> Phone model, type, and storage - please provide all requirements / details (make, model, size, etc).  Please provide a link to desired case from <a href="https://www.verizon.com/products/phone-cases/">https://www.verizon.com/products/phone-cases/</a> below if you would like ITS to order a case with the phone. If a different case is desired, you may order it from the vendor yourself and leave this section blank.	

If you have an existing number and would like it transferred over, please check this box and ITS will follow up to coordinate the change. Otherwise, leave this blank and a new number will be assigned to the new phone.

### Acknowledgment and Approval

All requests must be acknowledged by the employee and supervisor with approval given by the appropriate administrative vice president. **Provide the first and last names** of the individuals in the fields below, indicating their agreement and approval.

---

Dated

#### **Employee Acknowledgement**

I understand the terms of this cell phone request and confirm that the primary purpose for obtaining a Colby cell phone is for College business use.

---

#### **Supervisor Acknowledgment**

The requested cell phone is needed for the employee named per Colby's cell phone agreement. I understand that the costs will be charged to the department cost center as specified on this form.

---

**Approval by Administrative / Division  
VP**