

# Stockbridge-Munsee Community

## Cell Phone Request Form

**All cellular phone/service requests require departmental review and approval. The requestors' immediate supervisor will review each request for business justification and departmental approval. Complete a separate form for each cellular phone/service request and send to the MIS Department. Please fill in all required information.**

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Is this a new cell phone request? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what is your current cell phone number: \_\_\_\_\_

Justification:

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Equipment requested (Write stipend if requesting a SMART phone):

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Account Number: \_\_\_\_\_

**Order Questions: Please contact the MIS Department with all questions regarding phone service, available plans, and types of equipment available.**

**By signing this form the requestor agrees to the Stockbridge-Munsee Community Cell Phone Use Policy located at (insert web address).**

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Secondary Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(Only if required)

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**Internal Use Only**

Phone Number: \_\_\_\_\_ Type Of Phone: \_\_\_\_\_

Cost of phone and equipment: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Date Returned: \_\_\_\_\_