

SPRINT - CELLULAR PHONE ORDER FORM

All cellular phone/service requests require departmental review and approval. Purchasing will review each request for business justification and departmental approval. Complete a separate form for each cellular phone/service request and send to the buyer within the Purchasing Office located on your campus. Please type or print legibly all required information. Any questions pertaining to the completion of this form should be directed to the buyer within the Purchasing Office located on your campus.

REQUESTOR INFORMATION

Name: _____ Title: _____

Department _____ Campus: _____

Phone Number: _____ Fax Number: _____

Deliver to address: _____

Is this a new cell phone request? Yes _____ No _____

(Note: Voicemail **must** be set up as soon as the phone is activated.)

Please provide the following information:

Current cell phone number: _____ Rutgers Fund Source/Natural Account Code _____

Business justification for a cell phone: _____

ORDER INFORMATION

Individuals requiring assistance in selecting a plan and/or phone are to contact the appropriate sales representative from the wireless company prior to submitting this form for approval. The sales representative will schedule a meeting to review the plan options, discuss the types of phones available, and provide operating instructions for the selected phone. The sales representative is also available to answer any questions after the phone has been received and will visit individuals upon request to provide additional instructions.

Requestor Signature: _____

By signing this form, the requestor acknowledges that they are responsible for complying with applicable university guidelines, reimbursing the university, for all personal calls that exceed the selected rate plan, and returning the phone and paying any reimbursements upon separation/termination from the university. Monthly statements are subject to audit by internal and external auditors.

Approving dean, director or department head signature:

Name and Title (Print) Signature

Purchasing Department signature:

Buyer Name Date