



Cell Phone Request Form

Please upload completed form to (Cell Phone Request Form site) click ➡ <https://bit.ly/3Zn1Wpy>

NAME	
PHONE NUMBER (if getting an upgrade)	
DEPARTMENT	

JUSTIFICATION FOR NEW DEVICE

☐ Leadership ☐ Field worker ☐ On-call ☐ Away from desk 50%

Justification:

Please check one of the following:

☐ New device request

Preferred device: Samsung®, Apple®, etc.:

☐ Upgrade

Preferred device: Samsung®, Apple®, etc.:

☐ Phone transfer From: _____ To: _____

☐ Replacement justification: _____

How will this be paid for:

☐ Tribal hard dollars☐ Grant funded GL# _____

Date _____ Employee signature _____

Date _____ Manager signature _____

Date _____ Director / Executive signature _____

All employees with a company-owned device MUST report if their device lost, stolen and/or broken within 24 hours. The employee is responsible to fill out the *Report for Lost, Stolen, or Broken Device Form* and have their manager sign and acknowledge the issue.