

University of Missouri – St. Louis
Request Form for **University Owned** Cellular Telephone Usage

Requester Name _____

College/School/Dept _____

Division _____

Job Title _____

Office Address _____

Office Telephone _____

Justification for phone/device/service (to be completed by the Requester):

PeopleSoft Chartfield String for billing purposes:

Estimate of monthly minutes for University business: _____

Employee Agreement:

I understand and agree to the following:

- This phone is being issued to carry out responsibilities associated with my work for the University.
- I will use this phone and the services associated with it primarily for University business. Personal use, if any, will not exceed 15% per year.
- I will reimburse the University for personal use.
- If I fail to pay for personal use, the University is authorized to deduct the amount from my paycheck subject to the limits of garnishments and writs of sequestration contained in §525.030 RSMo and 15 U.S.C. §1673.

Requester

Date

Supervisor

Date

Provost/Vice Chancellor

Date

Vice Chancellor, Managerial & Technological Services

Date