

REQUEST FOR CELL PHONE SERVICE

This is a request for University cell phone service for business use only for the following individual:

Name _____
Job Title or Description _____

Approval is sought based on the criteria checked below:

_____ Protection of Life and Property: Job duties require the performance of duties that could impact the protection of life and property. These duties may be impeded without immediate access to the public telephone network, regardless of time of day or location.

- _____ Law Enforcement
- _____ Personal Safety
- _____ Safety, health and welfare of the general public

_____ Improved Efficiency & Effectiveness: Job duties require immediate access to the public telephone network for recall, consultation, and/or decision making. Lack of instantaneous communications could have significant effect on the operation efficiency of the University.

- _____ On call: Job duties require being immediately accessible after normal work hours, regardless of location.
- _____ Mobile: Job duties require being mobile or in transit a large percentage of the business day, yet immediately accessible.

_____ Lack of Suitable Communications Alternatives: No other suitable communication alternatives (interactive pagers, two-way radio, standard telephone service) are available due to the location or environmental conditions of the workplace.

Further explanation if appropriate:

Approval requested by

Dean/Director	Department	Date

Approved:

President, University of New Orleans	Date

Send approved form to Purchasing Office, email: purchasing@uno.edu, fax: 280-6297