



Information Technology Services Cellular Authorization Request Form

Employee Name

Effective Date of Request

Department

Campus Phone Number

Justification

Examples: Emergency Response, 24/7 availability, must perform university business from off campus, maintains mission critical systems

(One-time) Equipment reimbursement is based on 75% of the averaged equipment cost of Verizon, AT&T, and Sprint.

The current averages are:

Basic Phone (voice)	\$269.00	x.75=	\$203.00
Smart Phone (both)	\$1092.00	x.75=	\$820.00
Hotspot (data)	\$195.00	x.75=	\$146.00

Service reimbursement will be reimbursed quarterly. Reimbursement will be based on actual billed amounts up to the levels listed below.

Basic Phone (voice)	\$126.00 per quarter
Smart Phone (both)	\$225.00 per quarter
Hotspot (data)	\$159.00 per quarter

Equipment reimbursement:

Quarterly Service reimbursement:

By signing this document, the appropriate administrator and the employee acknowledge that they have read and agreed to abide by [CSUB's Cellular Services Policy](#).

Level1 confidential data cannot be used or stored on cellular equipment

Employee's Name: _____ Signature: _____

Dean/Dept Manager's Name: _____ Signature: _____

AVP/HR Name: _____ Signature: _____

Cabinet Officer's Name: _____ Signature: _____