

REQUEST FOR CELL PHONE AND/OR AIR CARD SERVICE PLANS

This is a request for the following service(s) to be utilized by an Arkansas Tech University employee for business purposes. By submitting this request I understand that University issued cell phones, iPads, and other electronic devices are subject to the **Arkansas Freedom of Information Act (FOIA) Act 93 of 1967**. University employees who are issued cell or data phones are required to use those phones **solely** for the purpose of conducting business on behalf of the university. All University issued cell phone bills are public record, and redactions of that bill may be limited or not available at all. Contents of the phone (texts, images, browsing history, etc.) may also be subject to the Freedom of Information Act. All University issued cell phones must include all accessories (charger, extra batteries, etc.) when returned to the Purchasing Department. If accessories are missing your department will be responsible for the expense of the replacement accessory. **Do NOT text, email or surf the web while driving.**

- (Please select all that apply) Cell Phone Service Air Card Service
- New Service Upgrade Service Change Service

Cell phone number if upgrading or changing _____

Name _____ Title _____

Department Name _____

Department Index Code to be Charged _____

Supervisor's Name _____

Type of cell phone/equipment _____

Type of Voice Plan _____

Type of Data Plan _____

Type of Texting Plan _____

Type of Additional Feature(s) _____

Further information/explanation if appropriate: _____

Required signatures:

Initiator _____ Date _____

Dean/Department _____ Date _____

Vice President _____ Date _____