Arkansas Tech University Employee Cell Phone/Device Request Process

1. Complete Cell Phone Request form located on the Procurement Website. Information about service plans and available phones can be obtained by contacting Procurement.

2. Obtain required signatures included on the form

3. Purchasing places the order and notifies you when it is available for pickup

4. Forward form to Procurement Department

5. Additional funds are encumbered from your budget to cover monthly cell phone charges

6. Purchasing emails copy of monthly bill to your department for your records

7. Retain copies of the bills for 2 years for audit purposes. These copies can be kept electronically.