



## CELLULAR PHONE JUSTIFICATION AND ALLOWANCE REQUEST FORM

The Conejo Valley Unified School District has a cellular phone policy and issuance procedure for employees who require a cell phone to fulfill the requirements of their position. Please return approved request form to Business Services.

Name of Person to be issued a District cell phone: \_\_\_\_\_

Name of Administrator requesting issuance: \_\_\_\_\_

Is this a new issue? Y or N If NO, who is this person replacing \_\_\_\_\_

Has the person who is being replaced had their cell phone collected and turned in to D. Hanna? Y or N If NO, please explain:

\_\_\_\_\_

As per Board of Education Administrative Regulation 3513.1, please detail each requirement for the above employee:

1. An ability to communicate frequently but access to a district landline is not readily available

\_\_\_\_\_

2. An ability to communicate immediately to ensure the safety of district staff and students or the security of district property

\_\_\_\_\_

3. A level of accessibility which is impossible because of the employee's frequent job-related absence from the worksite

\_\_\_\_\_

Specify which account or program to charge:

Department: \_\_\_\_\_ Program \_\_\_\_\_

Budget Code: \_\_\_ - 5910 - \_\_\_ - 0 - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - 0

I hereby request a District issued cell phone for the above-named individual. If, at any point, the employee is no longer justified for a District issued cell phone, the department director shall collect the District cell phone and notify [dhanna@conejousd.org](mailto:dhanna@conejousd.org).

REQUESTOR: Deputy/Assistant Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Deputy/Asst. Superintendent, Business Services Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Issued Cell Phone Type: \_\_\_\_\_ Serial/IMEI Number: \_\_\_\_\_

District Cost: \_\_\_\_\_ Issued Cell Number: \_\_\_\_\_



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### Employee Confirmation

A District issued cell phone is to be used for District business only. However, it may be used for incidental personal incoming and outgoing calls, texts and data by voluntarily contributing \$15.00 per month through an automatic payroll deduction. If you choose to use the District issued cell phone for personal use, please indicate your choice below.

\_\_\_\_\_ I hereby authorize Conejo Valley Unified School District to deduct \$15.00 per month from my payroll check to cover incidental personal use of the District cell phone that has been issued to me.

\_\_\_\_\_ I will not be using my District cell phone for personal calls, texts, nor data.

### Authorization

With the above consideration, I understand District equipment shall be used primarily for educational purposes and/or to conduct district business (AR3512). I shall be responsible for the appropriate use and acknowledge the District shall have a right to review my use of a District-owned cell phone. I shall further be responsible to keep the device in clean proper working order and applying critical software updates as requested by Technology Services. I will be responsible for fees and charges associated with any misuse or overuse not attributable to District business and shall return the cell phone upon separation from the District and/or when requested by my supervisor.

Employee Signature: \_\_\_\_\_ Print Employee Name: \_\_\_\_\_

Work Location: \_\_\_\_\_ Date: \_\_\_\_\_

Issued Cell Phone Type: \_\_\_\_\_ Serial/IMEI Number: \_\_\_\_\_

District Cost: \_\_\_\_\_ Issued Cell Number: \_\_\_\_\_