

Office of Christine Lizardi Frazier  
Kern County Superintendent of Schools

CELL PHONE REQUEST FORM (New and Replacement)

**AT&T MOBILITY**

Calling Plan

Plan Number	Estimated Monthly Phone	Pooled Monthly Minutes
# 1	\$40.00	approx. 300 min per user

Equipment / Accessories

Telephone	Ear Bud	Accessory	Accessory

Ear buds will automatically be purchased for hands free compliance, new law goes into effect July 2008.  
If requesting a different phone, add Model # and the Business Office will check for availability, price, and office policy compliance.  
New phones are covered by warranty for one year. Phone must be over two years old to be eligible for discount pricing on replacement.

**VERIZON WIRELESS (for directors and administrators only)**

Calling Plan

Equipment / Accessories

Fill in make/model	Telephone	Hands Free Accessory	Accessory	Accessory
				x

America's Choice Business SharePlan: each user gets 400 minutes @ \$44.99 (minutes pooled with other KCSOS users)

<b>Name</b>		<b>Location</b>	
<b>Job Title</b>			
<b>Budget Number</b>			

If this request is for a replacement phone only, what is the existing cell phone number?

Explain why a new or replacement phone is warranted.

Does employee carry a KCSOS pager?  
If yes, will the pager be turned in after receiving a cell phone?  
If the pager will still be used, why would both the pager and cell phone be needed?

**FOR PDA REQUEST ONLY:**

1. Explain the degree to which your job takes you out of the office. Approximately how many days per month are you out of the office.

2. Explain the degree to which you are dependent upon communications via e-mail and text messaging while you are out of the office.

<b>Department Director Approval</b> _____	<b>Date</b> _____
<b>Division Administrator Approval</b> _____	<b>Date</b> _____
<b>Asst. Supt. Approval</b> _____	<b>Date</b> _____
<b>Business Office Approval</b> _____	<b>Date</b> _____

Return completed form to Budget/Purchasing Services. ATTN: Pat Cross