



Reach Each Child

Pulaski County Public Schools
Office of the Information Technology

89 Commerce Street, Pulaski, Virginia 24301

AUTHORIZATION TO ISSUE A CELL PHONE

Pulaski County Public School District provides cell phones to employees when it is in the best interest of the District to provide this type of communication's device. Employees entrusted with this privilege are required to safeguard and use the devices in an appropriate and lawful manner. If your device is lost, stolen, or damaged you are required to fill out a "Lost_Stolen_Damaged Report within 24 hours. Whether you are required to pay for a replacement of the cell phone will depend on the circumstances surrounding the occurrence. This form will also be used to upgrade an existing cell phone. Intermediate approval of a cell phone does not necessarily assure final approval.

Employee Full Name: _____

I understand that if my position is terminated or I resign, my cell phone must be returned to the Information Technology Department. If my cell phone is lost, stolen, or damaged it is to be reported to my Department Head and the Director of Information Technology within 24 hours.

Employee Signature: _____ **Date:** _____

Work Location: _____

Occupation/Title: _____

Cell Phone Number: _____

New Issue: **Type of new issue requested:** _____

Upgrade: **Type of upgrade:** _____

Principal/Cabinet Officers Signature: _____ **Date:** _____

Approved Disapproved

AUTHORIZATION

Date: _____

Director of Information Technology: _____

Approved Disapproved