



Information Technology and Support Services



District Issued Cell Phone Request and Replacement Request

All requests for cell phones issued by the Plainfield Public School District must be approved by your respective Cabinet level member. All requested information is required. Assigned equipment is to be used for work-related purposes only is not authorized for personal use. It is the responsibility of the assignee to maintain the phone and accessories issued to him/her in good working order. Liability for damage to or loss of the assigned phone, accessories and for billing overages beyond the district approved service plan is the sole responsibility of the assignee. A headset for hands-free operation must be used while staff members operate a vehicle when performing work-related duties inside and outside of the district. Phones must be returned with all assigned accessories.

Requestor Information:

Name: _____ Title: _____

Dept./Location: _____ Extension: _____

New Request Reason for Replacement: _____

Requestor Signature: _____ Date: _____

Cabinet Member Signature: _____ Date: _____

To Be Completed by Information Technology

Table with 5 columns: Item, Vendor, Model (Blackberry, Direct Connect), Serial # Or Cell #, Service Plan (Minutes, Texting, E-mail)

Condition: New [x] Good [] Fair [] Poor [] IT Initials: _____

Comments: _____

Assignee Signature: _____ Date: _____

My signature acknowledges my acceptance of full responsibility and liability for loss, damage and service plan overage charges while in my possession.

Returned Cell Phone Information: Phones must be returned with ALL assigned accessories.

Table with 4 columns: Item (Phone, charger, headset, etc.), Vendor, Model, Serial Number or Cell Number

Condition: New [] Good [] Fair [] Poor [] IT Initials: _____

Reason for Return: _____

IT-TDCE004

IT-DIC001

7/28/23