



CELLULAR PHONE REQUEST FORM

College of Eastern Idaho · Business Office · 1600 S 25th E · Idaho Falls, ID 83404
Hope Noe · hope.noe@cei.edu · 208-535-5315

Employee Information – Please print clearly and complete all fields

Employee Name: _____

Job Title: _____

Department: _____

Office
Phone Number: _____

Justification for Phone

By submitting this request for a cellular phone through the College of Eastern Idaho the employee does hereby agree::

- To be professional and conscientious at all times when using a CEI issued cellular phone.
- To not use the cellular phone in any way while operating a vehicle.
For the safety of our employees and others it is imperative that you pull over and stop at a safe location to dial, receive or converse on the cell phone in any way.

Employee Signature: _____ Date: _____

Supervisor Approval: _____ Date: _____

Business Office Use Only:

Date Ordered _____

Date Received _____

Notified Human
Resources _____

Phone Number _____

Cost Center _____

Please return completed form to the Business Office