

# Cellular Phone Request Form

## Equipment Checkout Procedure

By accepting this cellular phone you agree to the following guidelines concerning equipment check out from the Office of Information Services.

1. A 24-hour advance reservation is required by **e-mail, phone or in person**. This will allow time for a member of our staff to verify that all equipment is in proper working order and all parts necessary to perform its function are present. The user will be given brief instruction in using the equipment.
2. Pittsburg State University cell phones should only be used for business use.
3. Bring this form to Information Services with all sections completed.
4. Equipment may be checked out for an unlimited amount of time with a signed agreement acknowledging the billing rates. There is a six-hour minimum. See *Equipment Rates*.
5. A photo identification and PSU ID number will be required upon check out.
6. It is the responsibility of the individual renting the equipment to make sure all parts are returned in their original condition.
7. You or your department will be held financially responsible for any missing or damaged equipment.
8. An authorized OIS staff member must check in the equipment upon return.
9. There is a \$25.00 charge for lost, stolen or water-damaged equipment.

For additional information visit <http://www.pittstate.edu/ois/TelephoneSvcs/cellsPagers.html>

## Equipment Rates

Mark the desired plan. The Regional Coverage Area can be viewed at  
<http://www.pittstate.edu/ois/TelephoneSvcs/coverageArea.jpg>

### Regional Plan

- 75¢/hour (six-hour minimum), \$12.00/day, weekends included, \$30.36/month.
- Permanent check-out \$30.36 monthly
- Free minutes within coverage area
- Toll calls and roaming charges are extra.

### Nationwide Plan

- \$1.25/hour (six-hour minimum), \$18.00/day, weekends included, \$45.50/month.
- Permanent check-out \$45.50 monthly
- 350 nationwide minutes, 1,000 mobile-to-mobile, 1,000 nights and weekends per month.

Name: \_\_\_\_\_ PSU ID #: \_\_\_\_\_

Department: \_\_\_\_\_ Extension Number: \_\_\_\_\_

Fund-Unit Number: \_\_\_\_\_ Destination: \_\_\_\_\_

User's Signature: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Anticipated Return: \_\_\_\_\_

Anticipated Usage: \_\_\_\_\_

**Contact Barbara Herbert, Information Services with any questions at  
[bherbert@pittstate.edu](mailto:bherbert@pittstate.edu) or ext 4604.**

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Check Out Date/Time: \_\_\_\_\_ Check In Date/Time: \_\_\_\_\_

Cellular Number: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Plan: \_\_\_\_\_