

Portable Electronics Request Form & Usage Agreement

Cell Phones – iPads – Air Cards



Purpose: This form supports SCS Policy #4013 District Cell Phone/Personal Communication Devices. It is used for the following:

- Requesting new or replacement devices for Directors and above
- Requesting a user exception to the policy for employees who are not Directors or above
- Recording acknowledgement of the District User Agreement

Instructions: Please complete the *Portable Electronic Request*, *User Exception Request* (if applicable) and *District User Agreement* sections of this form. Be sure to obtain the proper signatures from your area. Email the completed form to fordsl@scsk12.org or send to: *Shawandra Ford, Information Technology, 3772 Jackson Ave, Memphis, TN 38108.*

PORTABLE ELECTRONIC REQUEST

PLEASE PRINT

New Activation or Replacement Equipment If Replacement (provide phone #) _____

User's Name: _____ Office Phone# _____

Title: _____ Date: _____

Location: _____ Loc. No: _____
(Department/School/Division)

E-mail Address: _____

Budgetary Code: _____

Justification for Request: _____

Equipment Requested: iPhone iPad Wireless Air Card Internal Air Card

DEPARTMENT APPROVALS:

Regional Superintendent/Departmental Chief: _____ Date: _____

Chief Information Officer: _____ Date: _____

USER EXCEPTION REQUEST

Complete this section only if the user is not a Director or above

Justification for this Exception Request: _____

EXCEPTION APPROVALS:

Superintendent/Designee: _____ Date: _____

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FOR USE BY PROCUREMENT SERVICES ONLY

Number Assigned: iPhone: _____ iPad: _____ Air Card: _____

Acct# AT&T: _____ If SIMM card activation is required, indicate SIMM card number _____

Procurement Designee _____

CELL PHONE/PORTABLE DEVICE RECEIPT

By my signature below, I certify that I have received the equipment requested for this requisition. It is my responsibility to notify Procurement Services of service cancellation.

Receiver: (Print and Sign) _____ Date _____