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 paynemd@scsk12.org or send to: Monica Payne, 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: __________
Chief Financial 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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IT Department  Effective Date: May 21, 2014
The Information Technology Department will forward this form to Internal Audit for processing after all signatures are acquired.

**General Guidelines**

1. The administration will assign portable electronics based on need and availability.
2. All users issued SCS portable electronics must sign a District user agreement form.
3. Use of the District's portable electronics is for District business use only.
4. Users may be held financially responsible for lost, stolen, damaged or abused portable electronics.
5. Cell phones are intended for business use only; any personal calls will be subject to usage charges and/or penalties as established by SCS policy 4013, District Cell Phones/Personal Communication Devices Policy.

**Internal Audit**
The Internal Audit Department shall have at its discretion, the right to inspect, audit or examine the use of District cell phones and the disposition of all District portable electronic devices as deemed necessary to safeguard the assets of SCS.

**Agreement**
Shelby County Schools Policy 4013 establishes the guidelines for cell phones and portable electronic devices provided by the District. All employees who are assigned District portable electronic devices are responsible for adhering to this policy.

I have read, understand and agree to comply with Shelby County Schools District’s portable electronics procedures. By accepting and utilizing a District cell phone or other portable electronic device I authorize the District to withhold from my payroll check any funds necessary to cover any unauthorized cell phone charges and/or charges for lost, stolen or damaged equipment/devices.

_________________________   ___________________________   ___________________________
Employee Signature          Employee Name [Printed]          Date

_________________________
I, ________________________ , have approved the portable electronics for the above-mentioned employee.

_________________________
Supervisor’s Name [Printed]

_________________________
Supervisor’s Signature

Date

**To be completed by the Procurement Department**

<table>
<thead>
<tr>
<th>Assigned Portable Electronic Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Equipment Type:</strong></td>
</tr>
<tr>
<td>iPhone [ ]</td>
</tr>
<tr>
<td>iPad [ ]</td>
</tr>
<tr>
<td>Air Card [ ]</td>
</tr>
<tr>
<td>Other [ ]</td>
</tr>
<tr>
<td><strong>Assigned Number:</strong></td>
</tr>
<tr>
<td>Model:</td>
</tr>
<tr>
<td>Serial #:</td>
</tr>
<tr>
<td><strong>Other:</strong> SCS ID#</td>
</tr>
<tr>
<td>Manufacturer:</td>
</tr>
<tr>
<td>Model:</td>
</tr>
</tbody>
</table>

Shelby County Schools
IT Department

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Effective Date:
May 21, 2014
PORTABLE ELECTRONICS REQUEST FORM & USAGE AGREEMENT
Cell Phones – iPads – Air Cards

FOR USE BY PROCUREMENT SERVICES ONLY

Number Assigned: iPhone: _______________ iPad: _______________ Air Card: _______________

Acct# AT&T: _______________ If SIM card activation is required, indicate SIM 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 ____________________________

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Effective Date: May 21, 2014