

**Desert Sands Unified School District**  
District Cell Phone Request

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_ **Site:** \_\_\_\_\_

**Request Type:**

New cell only:  New cell with data plan:

Replacement cell  existing # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Justification for request:**

\_\_\_\_\_  
\_\_\_\_\_

**Account code to be charged:**

Fund	School	Resource	PY	Goal	Function	Object

Site/Department account code is required, unless the request is for a Principal or Director Position (District funded)

\*If approved, and by signing this form, you are accepting the following:

Non-management:

It is understood that this cell phone is district property and is being issued to me strictly for work-related purposes. Personal use is prohibited, except in emergency situations.

Management:

It is understood that this cell phone is district property and is being issued to me primarily for work-related purposes. Personal uses of the cell phone are allowed with the understanding that all phone calls, text, data usage, etc., are public record and could be made public.

**Complete form and return to Purchasing Services**

\_\_\_\_\_  
\*Requestor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved/Disapproved

\_\_\_\_\_  
Jordan Aquino, Assistant Superintendent, Business Services

\_\_\_\_\_  
Date

(Assistant Superintendent approval only required if new activation)