



LEECH LAKE BAND OF OJIBWE REQUEST FOR CELLULAR PHONE

Name: _____
Job Title: _____
Division & position: _____
Phone Number: _____
Cell Phone Number (if available): _____
Cell Phone Requested (Samsung or iPhone): _____
Preferred Carrier (At&t or Verizon): _____

Please describe why you need a cellular phone for your work. Provide details of how the phone will be used and how it will benefit your work: _____

If your program is grant funded, will the cell phone be an allowable cost? Y / N
☐ ☐

Provide an estimate of monthly usage in minutes and describe the basis for your estimation. Minutes per month _____

Requester

I certify the above to be an accurate reflection of my employment needs and estimated monthly usage. I have read the LLBO policy on cellular phone usage and agree to comply with the requirements.

Requester Signature & Date _____

Supervisor

I approve the above request for a cellular phone. The use and estimated monthly minutes accurately reflect the requestor's business needs. I have read the LLBO cell phone policy on cellular phone usage and agree to comply with the requirements.

Supervisor's Signature & Date _____

Director's Signature & Date _____