

REQUEST FOR EXCEPTION TO ALLOW CELLULAR DATA PLAN

To request an exception to the wireless allowance policy and have a wireless cellular data plan provided, please fill in all information below. In accordance with TTU Policy 560 (Cellular Service & Wireless Allowance), wireless cellular service shall only be provided in such instances where a monthly allowance is neither feasible nor appropriate; therefore, all requests must include a written justification to explain why data services cannot be obtained through the a monthly allowance.

Employee Name _____	T Number _____
Job Title _____	TTU Office Phone _____
Department _____	P.O. Box _____
Supervisor _____	Email _____
Funding Source:	
Index: _____	Fund _____ Org. _____ Acct. _____ Prog. _____

According to TTU Policy 560 (Cellular Service & Wireless Allowance) the Telecommunications Office shall be responsible for establishing service plans, acquiring the necessary equipment to deliver wireless cellular service to designated employees or for designated facilities or systems, and for rebilling charges to the appropriate department. Purchases of equipment, plans, or accessories by departments other than the Telecommunications Office will not be considered approved purchases and invoices for these purchases will not be paid by Accounts Payable.

Employees, who are responsible for TTU cellular equipment and service plans are responsible for immediately reporting lost or stolen equipment to the Telecommunications Office during normal business and after business hours, employees shall notify the cellular service provider at the toll free number provided. All service plans shall be established for the minimum contract term as specified in the current TTU wireless cellular contract.

Select Appropriate Option:

_____ Request for New Service Plan	_____ Request to Cancel Service
_____ Request to Change Assigned User	_____ Request for Equipment Upgrade

Certification:

I certify that I have read and understand TTU Policy 560 (Cellular Service & Wireless Allowance) and I agree to use the cellular equipment and services provided by Tennessee Tech University for business purposes only. I also understand that a violation of the University's policies with regard to wireless cellular service may result in disciplinary action.

Employee's Signature

Date

Approved:

Supervisor/Department Head

Date

Vice President for Planning & Finance (required for exception)

Date