



Purchasing Office

80 Fort Brown ♦ Brownsville, Texas 78520 ♦ Phone: (956) 882-6553 ♦ Fax: (956) 882-6583
The University of Texas at Brownsville and Texas Southmost College

REQUEST FOR WIRELESS TELEPHONE SERVICES

Employee Name: _____ Emp ID #: _____

Account Name: _____ Acct #: _____

I request the use of a UTB/TSC provided wireless phone/service for the following reason:

Option 1

I request the following plan:

Sprint 700 Minute Nationwide University Pool Plan

Other: _____ Monthly Amount \$ _____

Option 2

I request expense reimbursement for cellular phone owned or leased by me and usage (air time) billed to me for the following reason:

Monthly expense reimbursement shall be: \$ _____

Please justify if over the university-designated provided allowable cost:

I understand that if the UTB/TSC service is cancelled within one year, the department will be responsible for the monthly service charge until the one-year anniversary date.

I understand that the UTB/TSC provided wireless phone and airtime service are to be used for official business only. However, it is understood that incidental personal calls will sometimes be necessary. If the personal calls result in additional costs to UTB/TSC, I will be responsible for the costs, including all applicable taxes. I have read and understand the UTB/TSC Wireless Phone Policy.

Employee Signature _____ Date _____

Appropriate Vice President _____ Date _____