

# Western Kentucky University

## Departmental Device Form

This form must be submitted to ITS Infrastructure and Operations  
Please keep a copy for your records.

IRS policies are clear about personal use of business owned cellular devices. Therefore, the university advises against the use of university owned devices for personal use. However, if personal use of a university device occurs, it should be reimbursed to the department by the employee. Departments are responsible for collecting any reimbursement amounts from employees. Please reference the Cellular Allowance Policy, section 8, page 7. If you have any further questions, you can contact ITS Infrastructure and Operations at 270-745-7000.

### Departmental Billing Information

Banner Index Number: \_\_\_\_\_

### Departmental Contact Information

Department: \_\_\_\_\_

Department Contact: \_\_\_\_\_

Department Contact Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Cellular Device and Voice/Data Plans

Voice Plan: \_\_\_\_\_ Data Plan: \_\_\_\_\_

Device: \_\_\_\_\_

One-Time Cost: \_\_\_\_\_

Monthly Recurring Cost: \_\_\_\_\_

\*All cost listed are before fees/surcharges

I have read and understand the terms and conditions of the Cellular Allowance Policy. I also understand that I will be responsible for any chargers or damages that may occur.

\_\_\_\_\_  
Budgetary Signature

SIM Number: \_\_\_\_\_

IMEI Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Delivery Date: \_\_\_\_\_

Processed by: \_\_\_\_\_

ITS Signature: \_\_\_\_\_

Office Use