



RICHLAND ONE

Attachment B: Request for Cell Phone

Form Number (Provided by IT):

CP-

Date: _____

School/Site: _____

Department: _____

Employee to Receive
Phone: _____

Position/Job Title: _____

Note: The district is only providing iPhones moving forward. All phones come with a protective case and one power charger. Any additional chargers must be provided by the respective department/school. Replacements for protective cases/screen protectors must be provided by the respective department/school.

Budget Code _____

Reason for this
request:

Additional Notes:

Approvals:

Name of Requestor/Employee

Signature of Requestor/Employee

Date of Signature

Name of Principal/Department Head

Signature of Principal/Department Head

Date of Signature

Name of Communications Specialist (IT)

Signature of Communications Specialist

Date of Signature

Name of IT Executive Director

Signature of IT Executive Director

Date of Signature

04.29.2024