

Cell Phone Reimbursement Request

- This form is to be completed by those who require a cellular phone for work purposes. A flat reimbursement fee will be paid monthly to those who have been authorized.
- If you have an existing phone and need to convert your current Lethbridge College cell phone number to a personal account, you must complete the section of the form indicating this request.

EMPLOYEE INFORMATION			
Name:		Cell Number:	
Employee S#		Personal/current LC cell/NA	
Department:		Title:	
Office Phone:		Campus:	
State Business Purpose: In the space provided below, please provide justification for your request. The justification should provide sound business purpose, identifying why a cell phone is necessary and essential in carrying out your responsibilities and why you could not carry out your responsibilities without it.			
AUTHORIZATION INFORMATION			
College Leadership Council Member (where applicable) Manager/Supervisor			
Approval for:	\$20/month reimbursement (flip phone/smart phone voice and text) \$30/month reimbursement (smart phone voice, text and min.500mb data plan)		
College Provided	Must be critical to LC operations (authorized by appropriate SAT member)		
Cancel staff member's previous LC cell number?	Yes No		
Authorization Name: (printed)		Title:	
Reimbursement Effective Date:		Budget Code:	
Authorization Signature:		Date:	

- Please consult with Purchasing Services to determine the best cost effective solution to the business requirements.
- Please return completed form to Brad Sitter, Purchasing Coordinator at: **Brad.Sitter@Lethbridgecollege.ca**