

Panola College

Application for College Cellular Phone Utilization and Reimbursement

The applicant agrees to adhere to the College policy regarding Cellular Phone Utilization and Reimbursement and has met the qualifications per said policy to receive this allowance/usage.

Applicant's Name: _____

Applicant's Cell Phone Number: _____

Applicant's Signature of Agreement to Terms: _____

Vice President over applicant: _____

VP's Signature of Approval of Request: _____

Briefly explain how the applicant meets the requirements of the College policy:

fund-department-site-object

Budget Source for Applicant's Request:

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Monthly

Annual

Amount of Annual Allowance Requested:

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Finance Approval of Funding: _____

President's Approval: _____

After funding approval, this form needs to be sent to Human Resources for processing.

