



BAKERSFIELD CITY SCHOOL DISTRICT

EDUCATION CENTER – 1300 BAKER STREET, BAKERSFIELD, CA 93305

Department of Stores and Purchasing

Request for District Provided Cellular Device

Per Board Policy 700.17, at the Superintendent’s discretion and recognition of both safety and the maintenance of critical business operations, BCSD requires some employees to possess a cellular phone. These employees have work assignments or duties that require:

1. An ability to communicate frequently but access to District landline is not readily available.
2. An ability to communicate immediately to ensure the safety of District staff and students or the security of District property.
3. An ability to be accessible due to frequent travel or work outside the office.

Instructions:

- 1) Complete the information requested below for the employee requesting a district provided cellular device being utilized for business purposes in lieu of reimbursement
- 2) All sections must be filled out completely in order to be processed
- 3) Submit to the Department of Stores and Purchasing

Please complete the following sections:

Name: _____

Employee ID: _____

Title: _____

Department: _____

Budget Code (extended): _____

Do you currently receive a Payroll Reimbursement Stipend for personal cellular device use?

___Yes ___No

Please check one: (all accessories; i.e. protective case, screen protector, power adapter etc., will be purchased separately with an Amazon purchase order; completed by the site)

___ Cellular device selected by Purchasing Personnel

___ Provide 3 cellular device options to select from (Employee’s Director to make the selection)

___ Upgrade District Cellular Device (Cell No. _____)

___ Update the Device User information (budget code not needed for this option)

Employee Signature: _____ Date: _____

Department Head Approval: _____ Date: _____

Administrative Approval: _____ Date: _____

SUBMIT TO
DEPARTMENT OF STORES AND PURCHASING