

## Cell Phone Procedures Checklist for Employees

- Go to Purchasing Website for Instructions  
www.mdusd.org – Then under departments, Purchasing/Warehouse
- Download cell phone allowance form from the Purchasing Website and complete form.
- Get approval from your supervisor.
- The department director will send the Annual Cell Phone Allowance Authorization Form to the Executive Director, Operations.
- Eligible employees who purchase their own cell phone service may receive a one-time reimbursement of the cost of their new cell phone not to exceed \$50.00.
- Please note that you can keep your old Nextel phones if you are only using the Press-to-Talk Feature (walkie talkie).
- Please ensure that you read Board Policy Number 3513(a): Cell Phone Policy. This is posted on the Purchasing/Warehouse Website.
- A new Cell Phone Allowance Authorization Form should be completed and submitted each year. The form will be good from July 1 to June 30 of each fiscal year.

**I have read, understand, and agree to comply with Mt. Diablo Unified School District's Cell Phone Procedures Checklist for Employees.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name (printed)

\_\_\_\_\_  
Date

I, \_\_\_\_\_ (directors name), have reviewed the Mt. Diablo Unified School District's Cell Phone Procedures Checklist for Employees with the above-mentioned MDUSD employee.

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date