

The University of Tennessee
Exception Request for Wireless Equipment and Service

Date: _____

To: Telephone Services
1115 Volunteer Blvd.
Rm 8 Humanities Bldg.
Knoxville, TN 37996-0400
(865) 974-3121 / Fax: (865) 974-8546

Please Select One of the Following:

I am requesting an upgrade to my University wireless equipment. I understand that I, not my department, am responsible for the cost of the upgrade.

I am requesting to use my personal cellular phone plan and receive a monthly allowance as outlined in Fiscal Policy 730.

Allowance amount: \$30 per month \$50 per month

Check here if you have a university phone and wish to transfer the number to your personal plan.

Campus/unit: _____

Cost center/WBS element: _____

Department name: _____

Phone number: _____

Phone to be assigned to: _____
Name

_____ Title

Local area code/home city: _____

Current wireless phone number: _____

Explain why the contract phones or service plan offered by UT will not meet your wireless needs:

Model type of equipment requested and associated cost:

If approved, I understand that the coverage area associated with equipment may be limited depending upon my location/travel. By signing below, I agree that I have read and understand University Fiscal Policy 730 on cellular phones and other wireless devices.

Fax or Mail copy of approved form to Telephone Services at address listed above.

Approvals (as applicable for your department):

Requestor _____ Date _____

*Department Head/Director _____ Date _____

Supervisor _____ Date _____

*Chancellor/Vice President/Designee _____ Date _____

* Required Signature

Note: If opting for a monthly allowance, the department, after necessary approvals are obtained, is responsible for processing a Recurring Pay Request (ZPRECPAY000) as outlined in Fiscal Policy 730.