

Western Kentucky University

Departmental Device Form

This form must be submitted to the Dept. of Communication Technologies (ct-billing@wku.edu).
Please keep a copy for your records.

IRS policies are clear about personal use of business owned cellular devices. Therefore, the university advises against the use of university owned devices for personal use. However, if personal use of a university device occurs, it should be reimbursed to the department by the employee. Departments are responsible for collecting any reimbursement amounts from employees. Please reference the Cellular Allowance Policy, section 8, page 7. If you have any further questions, you can contact Communication Technologies at 270-745-6370.

Departmental Billing Information

Banner Index Number: _____

Departmental Contact Information

Department: _____

Department Contact: _____

Department Contact Telephone Number: _____

Email Address: _____

Cellular Device and Voice/Data Plans

Voice Minutes Required: _____ Data Required: _____

Device: _____

I have read and understand the terms and conditions of the Cellular Allowance Policy. I also understand that I will be responsible for any chargers or damages that may occur.

Budgetary Signature Date

SIM Number: _____

IMEI Number: _____

Cell Number: _____

Delivery Date: _____

Processed by: _____

CT Signature: _____

Office Use