BUSINESS OFFICE
CELLULAR TELEPHONE USE AGREEMENT **6250X**
(attach to purchase order for telephone) Page 1 of 1

I, _____, as an employee of the Yakima Public Schools, have read school board policy 6250 and procedure 6250P relating to the personal use of district-owned cellular telephones and both understand and agree to follow same.

I agree to report in writing to the business office personal cellular telephone use and to reimburse the district at cost plus a thirty percent (30%) surcharge for all charges incurred in accordance with said policy and procedures.

I further agree, by signing this agreement, to authorize the district to deduct from my employee paycheck any amount necessary to fulfill payment of charges that I have incurred through personal use of this telephone in the event I fail to comply with the payment guidelines or upon termination from the district (procedure 6250P, section 1.7).

In witness where of, the parties have caused this agreement to be executed, dated: _____

Building/program budget code for all calls: _____ – _____ – _____ ____

_____ _____
Principal/Program Director Employee

_____
Assistant Superintendent for Business/Support Services

Telephone number assigned: _____

Telephone Acquisition: P.O. # _____ P.O. Date: _____

Initial Air-time Acquisition: P.O. # _____ P.O. Date: _____

Completed copy kept on file in Accounts Payable, Financial Services

Date:
961126
970819
000328