

**The Johns Hopkins University
Justification Statement
JHU-provided Cell Phones**

Employee name	
Department name	
Cost center or internal order # for purchase	
Cost center or internal order name	
Name of person authorizing the purchase	
Title of person authorizing the purchase	
Business Area	

Select one of the following:

<input type="checkbox"/>	Johns Hopkins University authorizes <u>purchase</u> of the cell phone, smartphone, or similar device (collectively referred to as cell phones) for use by the employee named above. The cell phone is primarily for use by business purposes and is non-compensatory. The device and plan(s) are not selected for personal needs.
<input type="checkbox"/>	Johns Hopkins University authorizes the <u>renewal or upgrade</u> of the cell phone, smartphone, or similar device (collectively referred to as cell phones) for the employee named above. The cell phone is primarily for business purposes and is non-compensatory. The device and plan(s) are not selected for personal needs.

The business purpose(s) include (select all that apply):

<input type="checkbox"/>	Supervisor/manager or other Johns Hopkins University personnel must be able to contact the employee at all times (voice plan).
<input type="checkbox"/>	Employee must be available to speak with University employees/agents at times when employee is away from the office (voice plan).
<input type="checkbox"/>	Employee must be available to speak with University employees/agents and conduct University business with individuals located in other time zones at times outside of the employee's normal work day (voice plan).
<input type="checkbox"/>	Employee must be available to conduct University business with individuals located in the U.S and abroad at times outside of the employee's normal work day (international voice plan).
<input type="checkbox"/>	The department needs the faculty or staff member to have access to email when outside the office (data plan).
<input type="checkbox"/>	Other. Provide details:

The cell phone device along with voice and/or data plans as identified below is to be obtained through Telecommunications Office or other University offices that have an established vendor relationship are reasonable based on the University's business purposes. The cell phone is University property and upon separation from University service, must be returned to the department.

The employee is authorized to obtain the following (complete for a purchase, renewal, upgrade, or any change in service):

Cell phone carrier	
Cell phone device	
Voice plan as needed for business purposes	
Data plan as needed for business purposes	
Other	

Employee certifies that the cell phone along with voice and/or data plans to be purchased as specified about is University property and upon separation from University service, must be returned to the department authorizing the purchase.

Employee signature and date _____

Manager certifies that the cell phone along with voice and/or data plans authorized for purchase is reasonable for business purposes and is non-compensatory.

Manager/Approver signature and date _____

Signed copy is to be retained by the department.