



**City School District of Albany
Cell Phone Agreement**

Phone Number _____

Model # _____ **Serial #** _____

I, _____, have been issued a cell phone /two-way radio by the district. I agree it is my responsibility to safeguard the phone at all times. I will report a damage or stolen phone within 48 hours to the purchasing agent. The cell phone is to be used for district business and should be accessible during normal business hours. I agree to reimburse the district for personal use that exceeds emergency incidental usage. I also agree to reimburse the district for the replacement cost if such replacement costs arise because of my negligence to take reasonable care of the phone.

Please check one:

_____ I have exchanged a Nextel cell phone

_____ I have exchanged a Nextel two-way radio

_____ I have not exchanged a Nextel phone or radio

Employee Signature _____ Date _____