

CELL PHONE ACKNOWLEDGEMENT

I have received the cell phone listed below. I understand that it belongs to my employer, the Lowndes County School District and that it is to be used only for **official school business**. It cannot be used for personal use by me or anyone else without possible disciplinary action by my employer and penalties from the Internal Revenue Service. If this cell phone is lost, I will notify my property manager and administrator immediately.

Asset # \_\_\_\_\_

Serial Number \_\_\_\_\_

Manufacturer \_\_\_\_\_

Phone number \_\_\_\_\_

School \_\_\_\_\_

Room \_\_\_\_\_

Employee name (printed) \_\_\_\_\_

Employee signature \_\_\_\_\_

