

# Cell Phone Ordering Instructions

## Instructions For Ordering a **New Cell Phone** (Meaning You Do Not Already Have an Existing DCFS Issued Cell Phone For The Staff Person or Position)

### Complete the DCFS Cell Phone Order Form and Submit Electronically

- 1) Date
- 2) DCFS Area, City and Zip Code where Staff Person or Position Using Phone is Located
- 3) DCFS County Where Staff Person or Position Using Phone is Located
- 4) Check Preference for Cell Phone Provider, either AT&T or Verizon (unless there is a special condition or situation the provider should be the Cell Phone Provider Currently Being Used for the County)
- 5) Check New Phone
- 6) Print Name and Title of User
- 7) Electronically Sign and Date
- 8) Secure Area Director's Signature Electronically and Date
- 9) DCFS Area Director submits approved, signed and dated request electronically to Mary Baker, DCFS Financial Support Unit Manager with a cc to James Bowman, DCFS Financial Support Unit Supervisor.
- 10) Mary Baker DCFS Financial Support Unit Manager or James Bowman DCFS Financial Unit Supervisor will electronically sign and date all received request to record receipt of all request.

## Instructions For Ordering a **Cell Phone Upgrade** (Meaning You Have An Existing DCFS Issued Cell Phone) or **Replacing a Cell Phone That Is Broken, Defective, Lost or Stolen Phone**

### Complete the DCFS Cell Phone Order Form and Submit Electronically

1. Date
2. DCFS Area, City and Zip Code where Staff Person or Position Using Phone is Located
3. DCFS County Where Staff Person or Position Using Phone is Located
4. Cell Phone Number
5. Current Cell Phone Service Provider (AT&T or Verizon)
6. Check Upgrade Equipment
7. Check one of the following; Defective; Broken; Lost; Stolen or other
8. If Other is checked, enter the reason
9. Print Name and Title of User
10. Electronically Sign and Date
11. Secure Area Director's Signature Electronically and Date
12. DCFS Area Director submits signed and dated request electronically to Mary Baker, DCFS Financial Support Unit Manager with a cc to James Bowman, DCFS Financial Support Unit Supervisor.
13. Mary Baker DCFS Financial Support Unit Manager or James Bowman DCFS Financial Unit Supervisor will electronically sign and date all received request to record receipt of all request.

### RETURNING CELL PHONE EQUIPMENT AFTER RECEIVING CELL PHONE REPLACEMENT

Return Broken/Defective Phone with printed copy of form by DHS Interdepartmental Mail to DCFS Financial Support Unit, Mail Slot S561