

PERSONAL DIGITAL ASSISTANT (PDA) JUSTIFICATION

REQUEST FOR: COMMUNICATING - COMMUNICATING W/CELLULAR - NON-COMMUNICATING (ORGANIZER ONLY)
 -----CIRCLE ONE ABOVE-----

CONTRACTOR: SAIC CRL DMS WISCO (Circle One)

Requester/User: _____ Center # _____

Building #: _____ Telephone #: _____ Dept.: _____

Do you have an NCI-Frederick Cellular Phone, Pager, and/or Personal Digital Assistant (PDA)? No _____ Yes _____

If yes, indicate Decal #: Phone _____ Pager _____ PDA _____

If yes, Cell Phone Provider: _____ Pager Provider: _____ Communicating PDA Provider _____

Credit Card Holder: _____ Card #: (Last 4 digits) _____, Exp. ____/____

(For payment purposes only)

Standard PDA's will be offered (a different PDA must have further justification and approval thru the appropriate Director). If a communicating PDA chip is requested after the initial purchase, further justification is required or purchase will be an unauthorized procurement.

JUSTIFICATION FOR USE OF CELLULAR/WIRELESS EQUIPMENT/SERVICE: _____

Will equipment be needed after core hours? Yes _____ No _____. If yes, please explain _____

*A justification and approval is required for all cellular/wireless communication requests. Employee is required to obtain this service for business purposes only. **Any expense incurred for personal use MUST be reimbursed to the contract.** Convenience is **NOT** a pre-requisite for requesting cellular/wireless equipment/services. (Accounts will be audited on a monthly basis)*

Signature below indicates that I understand, accept and comply with the above requirements and have read the Policy & Procedures associated with cellular/wireless service usage.

Requester's Signature: _____ Date: _____

APPROVAL(S):

Supervisor: _____
 (print name) (Title)

Signature: _____ Date: _____

Director: _____
 (print name) (Title)

Signature: _____ Date: _____

When signatures are obtained please forward to SAIC-Frederick, Inc., Internal Auditing Department, 92 T. J. Drive. All PDA's will be purchased by and delivered to Cellular Program Support, Bldg. 1050 . You will be notified as to when you may pick up and sign for your PDA.