

Bulloch County

Form B	Computer and Telecommunication Equipment Use Requisition Form			
Department				
Employee				
I am requesting that the following employee be granted eligibility for a Bulloch County:				
	Land Line Phone		Cellular Phone	Computer
	E-mail Address		Radio	Pager
This equipment is justified for the following reason:				
	The intended user's job requires making and receiving phone calls while in transit which are critical to the immediate safety of life and/or property, or otherwise constitutes emergency services.			
	The user's job requires making and receiving phone calls while in transit, and delayed communication would cause a significant interruption in delivery of services or a major negative economic impact to the County.			
	Other telecommunications methods such as fixed telephones, pagers, two-way radio, voice mail, electronic mail, or facsimile machines cannot provide cost effective, satisfactory communications.			
	Other departmental portable or mobile cellular phones cannot be shared or pooled by the intended user, on an as-needed basis.			
	Other (explain)			
Please explain what departmental internal controls will be used for issuance and monitoring of use:				
	Receipts and Transaction Logs			
	Matching to Employee Time Sheets			
	Monitoring Monthly Reports for Usage and Location of Purchase:			
	Other (Explain)			
Department Manager Signature				
Date				