

Use this form to request approval for the purchase of mobile communications equipment and related service plans for instances that qualify as a “special situation” as defined under the [Campus Administrative Manual \(CAM\) policy BF-09](#), Purchase of Mobile Communications Equipment and Related Services Plans.

**STEP ONE – UNIT COMPLETES**

Name of Unit Requesting Exception: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Mail Code: \_\_\_\_ Phone: \_\_\_\_\_

Unit Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mark the Special Situation that applies to this request (check one):

- Departmentally-Owned Cell Phones** - Certain units may have special needs that justify departmental ownership of cell phones for temporary assignment to or rotation among employees. Examples of this situation may include on-call medical staff, delivery/shuttle drivers, security, public safety and disaster preparedness, and facilities management staff. Departments may incur expenses for cell phones in these situations. Departmentally-owned cell phones are strictly for business use only and cannot be used for personal use.
- Research** - When cell phone expenses are approved, allowable costs and included in an externally funded grant budget, those expenses may be charged to the grant in accordance with sponsor requirements and University policies governing sponsored projects.
- Pagers** - Departments that use pagers for communication needs may cover the cost for pagers when there is a business need through standard procurement processes.
- International Expenses** - Units may request reimbursement through the TEM system for travel associated expenses incurred for international cell phone or data plans required for the conduct of official business while in travel status. Units should not approve reimbursements when an employee's base cell phone plan includes international communication charges.
- Division of Intercollegiate Athletics (DIA) Coaches** - As a matter of best practice for purposes of monitoring compliance with NCAA rules, all head and assistant coaches in the DIA at each university are required to use University-issued phones.

- If Division of Intercollegiate Athletics (DIA) is checked, please provide employee information:

Employee Name: \_\_\_\_\_ UIN: \_\_\_\_\_

Job Title: \_\_\_\_\_

Provide a detailed explanation and justification for exception request:

**STEP ONE – UNIT COMPLETES (CONTINUED)**

Provide detailed description of products/services, including cost estimates and justification:

**STEP TWO – COLLEGE-LEVEL EXECUTIVE (DEAN, VICE CHANCELLOR, or VICE/ASSOCIATE PROVOST)**

Printed Name: \_\_\_\_\_

\_\_\_\_\_  
Signature Title Date

➡ *Print Form, obtain signature of Dean, Vice Chancellor, or Vice/Associate Provost and send to [provostbudget@illinois.edu](mailto:provostbudget@illinois.edu).*

**STEP THREE – CHANCELLOR/PROVOST APPROVAL**

- I approve this exception.
- I do NOT approve this exception.

Comments:

\_\_\_\_\_  
Signature Title Date

**STEP FOUR – UNIT CONTACTS URBANA PURCHASING OFFICE**

Contact the Purchasing Office, [urbanapurchasing@uillinois.edu](mailto:urbanapurchasing@uillinois.edu), who will facilitate the purchase of equipment and services.