

**MIAMI COUNTY
PERSONNEL POLICY MANUAL**

CELL PHONE ACCESS AND USAGE - INVENTORY RECEIPT

**FORM 24
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I, _____, received the following cellular phone equipment. Furthermore, I understand that the following equipment must be returned at the request of the department head and/or on the date my employment ends with the Miami County Commissioners.

Phone: _____

Wall Charger	Yes	No
Car Charger	Yes	No
Hands Free Device	Yes	No
Additional Equipment	Yes (list)	No

I may also use a personal cell phone(s) for business purposes on a phone with phone number _____ or _____

I recognize an obligation to update any further numbers I may use for business purposes to my supervisor. I further understand that all sections of the Miami County Personnel Policy Manual relating to cell phone usage must be followed at all times.

Employee Signature: _____ Date: _____

Department Head: _____ Date: _____