

DATE: _____

TO: _____

RE: **Certification for Cell Phone Usage**

For the period: _____

Plan Minutes Used	Mobile to Mobile	Free Nights/ Weekends	Overage Minutes	Cost of Overage
				\$

Please sign below to certify that you have reviewed your cell phone bill details contained in the attachment and that all calls have complied with the following criteria:

- All calls were made in relation to official University business.
- Any assistance, roaming, long distance or other charges accrued were for official University purposes only.
- All non-business related calls have been identified as personal by my check mark next to the call.

The cellular telephone provided by the LSU AgCenter is not intended for personal use. It is for use in the execution of official University business.

I certify that I have reviewed my attached cell phone bill and that the above statements are true and correct:

Signature

Date

Please complete this form and return with the attached phone bill at your earliest convenience.

Return to: _____

Attachment: Cell phone bill