Request for College Issued Portable Wireless Devices

(Includes cell phones, Blackberrys and other such devices)

Instructions: Complete the form below and forward to the appropriate individuals for approval. With approvals received, hand deliver the form to Media Services and they will assist you in ordering the device.

Employee Name: _____ Date: ___/___/___

Department: _____ Job Title: _____

Check Services That Apply Below:

Request for Cell Phone: [ ] *with Voice Plan* [ ] *with Data Plan*
Rarely Needed Services: [ ] *Text Messaging Plan* [ ] *Navigation Assistance Plan (GPS)*
[ ] *I will use my own phone but I am requesting reimbursement for any of the above services.*

Describe Work Related Need for Such Device:	Employee Agreement:
	I agree to abide by College Policies in the use of my Cell Phone and/or Data Device which includes returning the device to Media Services at the Computer Center at the time I terminate employment with the College. _____ Employee Date Describe any Special Device Requirements:

Approval Signatures:

Prepared by Department Head	**Authorized to Proceed**
_____ Department Account Number to Charge Expected: _____ Voice Minutes/Month _____ Text Messages/Month _____ Department Head Date	_____ Vice President/Dean Date Comments: