

Request for College Issued Mobile Phone or Cellular Data Device

(Includes cell phones, portable hotspots and similar devices)

Instructions: Complete the form and forward to your department head and Vice President or Dean for approval. Once approvals are received, send the form to the IS&S Help Desk at CPO 2208 or scan and e-mail to help_desk@bereda.edu. Incomplete form will not be processed. IS&S staff will order and contact the requestor.

Note below the specific Device(s) and Service(s) requested:

For more information about policies, devices and service plans, see www.bereda.edu/iss/phoneservices.

- standard new iPhone with unlimited bundle service plan
- standard iPhone upgrade (Phone number: _____)
- standard new Android phone unlimited bundle service plan
- standard android phone upgrade (Phone number: _____)
- standard hotspot with unlimited data service plan
- other _____

Employee Agreement	Approvers
<p><i>I agree to abide by College policies in the use of my mobile device.</i></p> <p><i>I agree to report to IS&S immediately for any changes.</i></p> <p><i>I agree that IS&S can erase my mobile device if lost or stolen.</i></p> <p><i>I agree to return the device to IS&S when I am no longer eligible due to job change or termination of employment with the College.</i></p> <p>_____</p> <p>Employee name (**REQUIRED**)</p> <p>_____</p> <p>Employee signature (**REQUIRED**)</p> <p>_____</p> <p>date (**REQUIRED**)</p>	<p>_____</p> <p>Department or unit (**REQUIRED**)</p> <p>_____</p> <p>Department Head name, signature, date (**REQUIRED**)</p> <p>_____</p> <p>Berea Account Number to Charge (**REQUIRED**)</p> <p>_____</p> <p>Vice President/Dean name, signature, date(**REQUIRED**)</p>

For IS&S Use Only	
Device Ordered: _____	Phone # Assigned: _____
Work Order #: _____	
Issued date: _____	
Notes: _____	