

Mobile Phone Request Form Indiana University East

This form is to request an Indiana University East mobile phone. Only personnel identified in IUE Mobile Phone Policy may be issued a University mobile phone. Please submit the completed form with your account manager approval to the IT help desk. You will be contacted when your phone is activated. If you need assistance on completing the form, please contact IT help desk at extension 375.

I. General Information (To be completed by the employee)

| | |
|---------------------------------------|--|
| Employee Name | |
| Office Number | |
| Phone Number | |
| Email Address | |
| Division/Dept. | |
| Supervisor Name | |
| Billing Acct. No. | |
| Amount of airtime requested (in min.) | |

Important: Mobile phones are University properties and intended for business functions. Any additional phone charges as the result of personal use will be billed to the employee.

Employee Signature

Date

Account Manager Signature

Date

Vice Chancellor for IT Signature

Date

II. Plan Information (To be completed by IT)

| | |
|---|--|
| Mobile Phone Number | |
| Plan Carrier | |
| Plan Name (attach plan info if not default) | |
| Phone activation date | |
| Monthly charges | |
| IT Contact Name | |

III. Change History (To be completed by IT)

| Date | Change Description |
|------|--------------------|
| | |