



MOBILE SERVICES REQUEST

This form is to be used for the purchase of all mobile devices. Please see Approved Mobile Device and Plan List for available phones, tablets, voice and data plans.

Requestor Information

Name: _____

Phone: _____ Email: _____

Department/Center: _____ ORG to be charged: _____

Name of person device/accessories purchased for:

Existing device possession change:

From Name: _____ From Org: _____

To Name: _____ To Org: _____

DEVICE: (Check all that apply)

- iPhone
- iPad
- Accessories

DATA PLAN:

- Mobile Hotspot or Mobile Data Card
- iPad – 1000 MB / Month
- Other



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For available accessories: iPads please go to the Apple website. For iPhones search the AT&T website. Please list each item name, SKU or model number, and the price.

1. Item name: _____
SKU/Model Number: _____
Price: _____
2. Item name: _____
SKU/Model Number: _____
Price: _____
3. Item name: _____
SKU/Model Number: _____
Price: _____

Org Owner (Print Name): _____ Date: _____

Signature: _____

Vice President (Print Name): _____ Date: _____

Signature: _____

IT Use Only:

- Ordered/Changed
- Copy forwarded to fiscal