

**University Provided Electronic Communication Device
and Service Authorization**

Employee Name	Employee ID#
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Department Name	Phone Number	Bldg. and Room Number
*	*	*

Vendor	AT & T
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Service Plan to be activated (For Procurement Use Only):

Check	Description of Service	Monthly Cost
	Communication Device Service	
	Data Service	
	Laptop Connect Card Service	

Equipment and Accessories to be provided (For Procurement Use Only):

Check	Description	Make	Model	Cost
	Ipad/Itouch			
	Iphone			
	Communication Device			
	Laptop			
	Laptop Connect Card			

Justification:

	<i>Travel</i> – Employees who frequently travel or are out of the office and need to be in contact with staff, clients, managers, or other University business associates.
	<i>Work Location</i> – Employees who typically work in the field or at job sites where access to communication devices are not readily available.
	<i>Emergency Response</i> – Employees who need to be contacted and/or respond in the event of an emergency or are required to be available during non-business hours.
	<i>Other</i> – Provide justification below: Device will be used for iDesk application for AIM maintenance system.
	<i>These devices are to be used solely for official University business. University-owned devices should not be used for personal reasons as this may result in full taxation of the value of the wireless device/service and may result in cancellation of the service and return of the device. All records related to the purchase, use, and disposition of this University-owned device, including communication device billing statements, are the property of the University and potentially subject to disclosure under the Oklahoma Open Records Act. If the University determines that there is no longer a business need for me to possess such device, I will return the device. Likewise, if I separate from University employment, I will promptly return the devices to my department. I understand that the phone number that is assigned to me will remain the University's property. I am responsible for safeguarding the device, including any data on the equipment, and controlling its use. In the interest of safety, I will exercise appropriate care and caution while using this device, and I will be in compliance with current state laws while using a Communications device in a motor vehicle. If I receive a call while operating the vehicle I will proceed to a safe location, off-road, before returning the call.</i>

Employee Signature	Date
Supervisor Signature	Date

By signing this document I certify that I have reviewed the service request and approve activation of the requested communication device service in accordance with the University Policy and Procedures for the Purchase and Use of Electronic Communication Devices.

Approval Signature (Required for University Provided Electronic Communication Device and/or Data and/or Laptop Connect Card Service and Equipment)	
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