



Departmental Billing Authorization For Wireless Telephone & Data Service

The Telecommunications Office is authorized to bill the following accounts for fees associated with providing wireless service to the following employee:

Employee Name: \_\_\_\_\_

Employee Department: \_\_\_\_\_

Cellular Carrier \_\_\_\_\_

Charge to: Fund\_\_ \_\_ Dept\_\_ \_\_ \_\_ Program \_\_ \_\_ Account \_\_ \_\_ My Code\_\_ \_\_ \_\_

Authorized Name \_\_\_\_\_ Telephone#: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Date of Request: \_\_\_\_\_

Send copies of bill to: \_\_\_\_\_

Address: \_\_\_\_\_

Email billing data to: \_\_\_\_\_

Ship Phone to: \_\_\_\_\_

Address (include Dept, Building # and street name): \_\_\_\_\_

NEW SERVICE/ ASSUMPTION OF LIABILITY (All voice lines on SHARED Plan, All Data plans on Unlimited Data)

Existing Cellular # \_\_\_\_\_ (for assumption of liability)

Model of phone/ data device \_\_\_\_\_

(Please note if this is broadband access service) Yes No

International Calling? Yes No International Global Roaming? Yes No

If Text message Plan requested please indicate which plan \_\_\_\_\_

DATA SERVICE FOR ALL SMARTPHONES (BLACKBERRIES, IPHONES & WINDOWS MOBILE)

Unlimited Data Service Yes No International Plan? Yes No

Tethering Plan Yes No

BLACKBERRY Do you wish to add SUMobile (BES)\* for Blackberry Yes No

Name of IT Contact \_\_\_\_\_ \*SuMobile Costs: \$11 monthly fee