



Cellular Device Department Contract Request Form

This form is used in accordance with [BPM Q-1-2 Cellular](#) , when the university unit provides a portable electronic device. Certain units may have special needs that justify departmental ownership of cellular devices. If the need meets the criteria as specified in Q.1.2 section III.C, the supervisor may be authorized to have ITS obtain direct billing from the cellular carrier. It is responsibility of approving official to review the contract plan on regular basis to ensure appropriate plan for the business use of the device. **Complete sections I and II. Complete all 3 sections for Sponsored Projects.**

SECTION I: COMPLETED BY UNIT

New Contract Renewal

Date: _____ Department No: _____ Department Name: _____

Cellular number of device(s) (include area code): _____

Type of Device(s): Phone Tablet Other: _____

Number of Devices: _____

Cost Center/Cost Object/WBS charged (If WBS, see section III below): _____

Justification for device(s): _____

Name of Person Responsible for device(s): _____

SECTION II: APPROVAL ALL SOURCES OF FUNDS

Business Use: As a unit representative, I verify that this employee requires the use of this portable electronic resource in order to conduct job-related responsibilities. I further verify that this device is to be utilized primarily for business purposes.

Supervisor signature: _____ Date: _____

Supervisor name(print): _____

Business Officer approval of funding source provided above:

Signature: _____ Date: _____

Business Officer name(print): _____

University Financial Services approval of departmental device:

Signature: _____ Date: _____

UFS name(print): _____

SECTION III: COMPLETED IF SPONSORED PROJECT

Business Use: I verify that this portable electronic resource relates to the scope of work for this project.

Approval of Associate Dean for Research:

Signature: _____ Date: _____

ADR name(print): _____

Approval of Office of Sponsored Projects Administration:

Signature: _____ Date: _____

OSPA name(print): _____