PURPOSE:

REVIEW:

POLICY/PROCEDURE:

Phone: (806) 742-2000 Fax: (806) 742-1343 Website: www.itcs.ttu.edu

University Provided Wireless Device Request

Requested Action:

New Activation

Equipment Upgrade

Name Change

Service Only

Plan Change

Requested:

CommentsTelecommunication Allowance Exception Type: (New Activations Only) (In order to activate a university-provided device, the device/user must meet one of the exception criteria in TTU OP 48.05/TTUHSC El Paso OP 55.05)

Emergency Worker

Athletics (To meet NCAA requirements)

Data collection device for Research

Shared device amongst multiple users
I have read and agree to abide by all appropriate Texas Tech and departmental operating policies and procedures (TTU OP 48.04/48.05 & TTUHSC El Paso 55.04/55.05).

Approvals:

Printed Name
Signature
Date
Printed Name
Signature
Date

NOTE: If purchasing a Blackberry Data Device, users will need to activate their Blackberry Enterprise Server Account by contacting one of the following: TTU faculty/staff - IT HelpCentral at (806) 742-4357
TTU HSC faculty/staff - IT HelpDesk at (806) 743-2875

COMMUNICATION SERVICES USE ONLY Wireless User's Signature: Date Requested: Dept. Phone:
Tech ID: Wireless Number: Dept Code: Employee Name: Dept. Name: Dept. Building/Rm: Dept. FOP:
Dept. Mail Stop: Requested By: eRaider Username: Shipping Address if residing outside of Lubbock:
Features: Accessories: Previous Name: Device: Expected Device Cost: Voice Plan: Recurring Cost:
Data Plan: Recurring Cost: Date: Dept. Head/Chair Vice President/ Dean

HSC OP 55-04 Attachment A IMEI: Order Date: Activation Date: Sent to Billing: CSR: