

Wireless Device Request Form

St. Francis Xavier University
IT Services Contact Centre
Angus L. MacDonald Library
Main Entrance
Phone: 902-867-2356
email: itsservices@stfx.ca
<http://www.sites.stfx.ca/itservices/>

**PLEASE USE
ADOBE READER TO
OPEN THIS FORM**

Employee Name:

Employee ID #:

Department:

Budget Account: Sub-Account:

Device Type: Smartphone? Tablet/Ipad? **If tablet/iPad, do you require a cellular connection? (There is an additional monthly cost for cell service)** Yes No

Is this a replacement device? Yes No

Current Cell Number:

If yes, describe below why a replacement is required. If approved, you will have to return your current device to IT Services.

Describe the business requirement in detail and include the device type and any accessories required (if known).

Part II - Employee Agreement

I agree and acknowledge that I have read the Wireless Communications Device Policy. I will maintain this device in good condition and make reimbursement for any personal charges as per the policy. The device will be returned to StFX as directed when it is no longer required or upon termination of my employment with the issuing department.

I will not permit the use of the device by unauthorized persons. Damaged, lost or stolen equipment will be reported to my department supervisor and IT Services immediately.

Employee Signature	<input style="width: 95%;" type="text"/>	Date:	<input style="width: 95%;" type="text"/>
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Approved by:

Supervisor Name (Please Print)	<input style="width: 95%;" type="text"/>
Date:	<input style="width: 95%;" type="text"/>

Supervisor Signature	<input style="width: 95%;" type="text"/>
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PC Member Name (Please Print)	<input style="width: 95%;" type="text"/>
Date:	<input style="width: 95%;" type="text"/>

PC Member Signature	<input style="width: 95%;" type="text"/>
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Please enter all required information and click on the print button to print the form. Obtain approval signatures and return to the IT Services Contact Centre for processing OR if requesting a tablet/iPad with no cellular plan, return this form with your purchase requisition to Procurement Services, 2nd Floor MacKinnon Hall.