

# 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](mailto:itsservices@stfx.ca)  
<http://www.sites.stfx.ca/itservices/>

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

Employee Name	<input type="text"/>
Employee ID #:	<input type="text"/>
Department:	<input type="text"/>
Budget Account	Sub-Account <input type="text"/>

**Device Type:**  Smartphone?  Tablet/Ipad?

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

**Is this a replacement device?**  Yes  No

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

**Current Cell Number:**

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 type="text"/>	Date:	<input type="text"/>
--------------------	----------------------	-------	----------------------

## Approved by:

Supervisor Name (Please Print)	<input type="text"/>
Date:	<input type="text"/>

Supervisor Signature	<input type="text"/>
----------------------	----------------------

PC Member Name (Please Print)	<input type="text"/>
Date:	<input type="text"/>

PC Member Signature	<input type="text"/>
---------------------	----------------------

**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.**