



Smartphone Device Request Authorization Form

Employee Name:

Department Name:

Phone Number:

Room Number:

Budget Number:

Mobile Device Requested

Cell Phone

Blackberry

Samsung

Apple

Request Type

New Activation

Upgrade

Transfer

Cancel

Monthly Cost Information

Note: cancellation charges will apply if cancelled before completion of 3 year term.

3 Year Term

\$52.00 + Taxes

- 250 voice minutes
- Unlimited SMS texting (Canada only)
- Note: additional charges apply for MMS texting (attaching pictures to text messages)
- 6 GB data
- 10 cents/minute in Canada Long Distance

Guidelines only, subject to change

Requested Smartphone Brand

Model

Cost

Apple

iPhone XR – 64GB

\$310.00

Samsung

Galaxy S9 – 64GB

\$249.00

Blackberry

KEY2 – 64GB (keyboard)

\$319.00

- Job requires considerable time outside of assigned office or work area and it is important to be accessible during those times.

Approval Signature:

(Supervisor/Manager/Director/Chair)

Print Name:

Date:

Supervisor/Manager/Director/Chair