Cellular Phone Request Form

Department: 

Campus Address: 

Contact Person: ________________________________ EXT: ____________

User Name: __________________________ Email: _________________@maine.edu

Current USM Cell Phone Number (if any): ______________________________

Carrier: □ AT&T □ Verizon

Device: _________________________________ (Manufacturer, Model, Storage/gb)

PRICE: ________________________________ (as listed on https://usm.maine.edu/usmcard/cellular-phones)

Data: Unlimited

Text: Unlimited

Voice/Minutes: ___________

*PeopleSoft Chart Fields

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<tr>
<th>Dept. ID #</th>
<th>Acct#</th>
<th>Fund #</th>
<th>Program/Project #</th>
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Department Head / Authorized Signature: __________________________________________

Please PRINT name and title of above-listed person: __________________________________

- Cell phones and phone numbers are University Property
- Devices are to be returned to US:IT Campus Card & Cell Phone Services when a new one is activated or any other reason that a device is not active.
- Please remove all personal information, we will wipe each device of data
- KEEP YOUR BOX AND EVERYTHING THAT COMES WITH YOUR DEVICE

Please fill out completely and fax to US:IT Campus Card & Cellular Services 780-4933, mail form to 4 Payson Smith Hall, or email to: brenda.kane@maine.edu. For questions call 780-4155 or 780-4945.
Cellular Phone Exception Form

Per Administrative Practice letter No.51, “the University will have one contract (to the extent possible and practical) and “employees will use the University of Maine System negotiated contract unless approved by the appropriate University contact.” Due to the increased cost involved in any transaction that falls outside the existing cellular phone contract, this form must be completed with the appropriate authorizing signatures (e.g.: deans or directors) and sent to US:IT Campus Card & Cellular Services.

User Name: _______________________________ Department: _______________________________

Phone Number: ___________________________ Cell Number: ____________________________

Email: ________________________________@maine.edu

Chartfield Combos (department billing information): ______________________________________

**Requested Service**

Service Provider: ________________________________________________

Cell Phone (Make/model/Storage/Cost): ________________________________________________

**Reasons for out-of-contract purchase (why do you need a smart phone vs. a basic flip phone):**

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Signature (Immediate Supervisor): _______________________________ Date: ______

Print Name: _______________________________ Title: _________________________________

Signature (Dean/Director/VP): _______________________________ Date: ______

Print Name: _______________________________ Title: _________________________________

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