### Cellular Device Request Form

All forms must be completed with original signatures and sent to: ITCS, Mail Stop 229, Cotanche Bldg, RM 127

Attn: Allison Haislip haislipa16@ecu.edu 737-5200

Pick up devices at 209 S Cotanche St.

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**Service Requested:**
- ☐ New Device
- ☐ Upgrade/Replace*
- ☐ Lost/Stolen*
- ☐ FOAPA Change Only*

**Vendor:**
- ☐ AT&T
- ☐ US Cellular
- ☐ Verizon

**Department:**

**Date of Request:**

**User Last Name:** ___________________________
**User First Name:** ________________________
**User PirateID:** ________________________

**Cell Phone Number:** ____________________________________

<table>
<thead>
<tr>
<th>Cellular Equipment Type</th>
<th>Accessory Item</th>
<th>Price</th>
<th>Quantity</th>
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**Voice Plan:** _________________________________________________  Cost $ __________________

**Cellphone Data Plan:** _________________________________________________  Cost $ __________________

*It is my understanding that this cellular equipment (including accessories) is the property of East Carolina University.

This device is to be used for University business only and is prohibited for personal use. Upon a return request from the department, a transfer or separation from the University, this property will be returned to the issuing Department. Failure to return the device(s) to the University may constitute as misuse or theft of University property and may result in disciplinary action and/or criminal charges. The department must submit a cancellation request in order to stop charges for service. ITCS Telecommunications is not responsible for any service charges that do not have a cancellation form submitted. No service changes will be made without a written request to the ITCS department.

**Terms and Conditions:** I understand and agree that I am required to install the University approved mobile device management app on this ECU owned telecommunications device and that I am also required to enroll with the University approved mobile device management service in accordance with the guidelines at https://itcs.ecu.edu/services/

Agreement for purchase of Smartphone: By signing, the department or individual recognizes that the vendor is responsible for technical support of the device however, ITCS will assist in connectivity issues to ECU resources provided the device is compatible with the resource and the user is following the ECU approved mobile device management app. The department purchasing this equipment will be responsible for all support and maintenance costs.

**User’s Name** ________________________________________________

**FOAPA to Be Charged:**

FUND ______ ORG _______ PROG _______ ACTV _______

Please note: the FOAPA given will be charged monthly for services requested.

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**Billing Department Contact Person**

(Print Name) / (Signature) / (Date)

**Delegation of Authority for FOAPA**

(Print Name) / (Signature) / (Date)

**Department Head (cannot be the user)**

(Print Name) / (Signature) / (Date)

**Picked up by**

(Print Name) / (Signature) / (Date)

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Revised November 2018