

Technology Systems & Networking Smartphone Service Request Form

A Smartphone with cellular capability is available for the operation of University business to designated BSU personnel with approval from your divisional vice president and the CIO. Those employees whose job responsibilities require them to be in constant contact with university email can request Smartphones.

In consideration of staff carrying Smartphones to conduct University business, non-business calls and internet access are allowed within the bundled minutes of the plan. Any charges over the bundled plan will require reimbursement back into the departmental cost center.

Employees assigned a Smartphone agree to review monthly reports for accuracy and report any discrepancies to Technology Systems and Networking. Employees will authorize monthly billing for department issued integrated cell phones and mobile data devices out of the department's account.

Justification: _____

Employee Name: _____ Date: _____
(please print)

Employee Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

Divisional Vice President Signature: _____ Date: _____

CIO Signature: _____ Date: _____

Smartphone make/model: _____

Banner Index Number (6-digit) : _____