TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: **55.04, ATTACHMENT A**

PURPOSE:

REVIEW:

POLICY/PROCEDURE:

Phone: (806) 742-2000 Fax: (806) 742-1343 Website: www.itcs.ttu.edu

University Provided Wireless Device Request

> **Requested Action:**
>
> New Activation
>
> Equipment Upgrade
>
> Name Change
>
> Service Only
>
> Plan Change
>
> **Requested:**

CommentsTelecommunication Allowance Exception Type: (New Activations Only) (In order to activate a university-provided device, the device/user must meet one of the exception criteria in TTU OP 48.05/TTUHSC El Paso OP 55.05)

> Emergency Worker
>
> Athletics (To meet NCAA requirements)
>
> Data collection device for Research
>
> Shared device amongst multiple users

I have read and agree to abide by all appropriate Texas Tech and departmental operating policies and procedures (TTU OP 48.04/48.05 & TTUHSC El Paso 55.04/55.05).

Approvals:

Printed Name

Signature

Date

Printed Name

Signature

Date

NOTE: If purchasing a Blackberry Data Device, users will need to activate their Blackberry Enterprise Server Account by contacting one of the following: **TTU faculty/staff - IT HelpCentral at (806) 742-4357 TTU HSC faculty/staff - IT HelpDesk at (806) 743-2875**

COMMUNICATION SERVICES USE ONLY Wireless User's Signature: Date Requested: Dept. Phone: Tech ID: Wireless Number: Dept Code: Employee Name: Dept. Name: Dept. Building/Rm: Dept. FOP : Dept. Mail Stop: Requested By: eRaider Username: Shipping Address if residing outside of Lubbock: Features: Accessories: Previous Name: **Device:** Expected Device Cost: **Voice Plan:** Recurring Cost: **Data Plan:** Recurring Cost: **Date:** Dept. Head/Chair Vice President/ Dean

HSC OP 55-04 Attachment A IMEI: Order Date: Activation Date: Sent to Billing: CSR: