THE UNIVERSITY OF ALABAMA

Telecommunications Department
Cell Phone Service Request Form

Complete this form, obtain appropriate approvals and fax to 8-8686. A one-time $10 activation fee will be charged by the Telecommunications Department to the account indicated below. Phones are usually available within 2-3 business days after receipt of the completed request form. Refer to http://telecom.ua.edu for specific information regarding phone prices and calling plans.

Cell Phone User: _______________________________ Date: ____________

Department: _______________________________ Phone: ___________

Office Address: _______________________________

Building  Room Number

E-mail: _________________________________________

Foapal: COA ___  FUND _________ ORG _____________ PROGRAM ______

New Service or Upgrade (Circle one)

Cellular Phone:  Manufacturer ______________________________

Model No. ______________  Cost $ ___________

Calling Plan: No. of minutes _________  Cost Per Month $ ___________

Data Plan: Unlimited Data _____ Phone Insurance _____ _____

$5.99/month  Yes  No

Description of Intended Use _______________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

I have read the University of Alabama Cellular Telephone Policy attached hereto and agree to comply with its terms that are applicable to users of a University issued cellular telephone. I understand that violations of that policy may result in disciplinary action against me as set out in that policy.

User’s Signature _______________________________ Date: __________

(Required)

Approved by _______________________________ Date: __________

(Department Head/Director - Required)

Approved by _______________________________ Date: __________

(Dean/Vice President – Required)