



Mobile Device Order Form

New device orders and Upgrades

This form is required for all new mobile hardware at the University of Manitoba. Upon completion, please return the form to the Service Desk at servicedesk@umanitoba.ca

User Name:

Date:

User Contact Number:

Billing Contact Name:

Faculty:

Billing Contact email:

Department:

Billing Contact Phone Number:

Delivery Location

Room #

Monthly billing FOAP:

Building Name

Signing Authority Name:

Street Address

Signature:

Postal Code

Are you using a grant-funded FOAP to pay for this Mobile Device?

Contact Name & Phone Number

Yes

No

New Activation

Upgrade

If an upgrade, mobile number:

Cellular Plan (Maximum base charge \$50/month):

Voice Only

Voice and Flex Data

Flex Data Only

Funds starting with a 3 require justification to explain how this relates to your research (this justification is a sponsor requirement and will be audited to ensure compliance with guidelines).

Hardware Selection

Department Owned Phone (SIM Only)

Make

Model

Colour

Cost

Accessories/Comments/Special Instructions:

Additional Department Approval (if required)

Department Approval Name:

Department Approval Signature:

The University of Manitoba's wireless service is provided by BellMTS and is governed by the BellMTS user agreement which can be found at https://www.bell.ca/Bell_Mobility_Terms_of_service. By using the service provided by the University of Manitoba, the user agrees to abide by the terms of the BellMTS usage agreement, the University of Manitoba's acceptable usage policies <http://umanitoba.ca/ist/accounts/usage-agreement.html> and any policies specific to mobile devices which include the return of mobile hardware for re-use/secure disposal.