



**University
of Manitoba**

Mobile Device Order Form

Please email the completed form to servicedesk@umanitoba.ca.

Date:

This form is available in other formats by request to ServiceDeskLeadership@umanitoba.ca

Recipients Details:

Request Submitter:

Phone Recipient Name:

Recipient Signature:

Faculty:

Department:

Delivery Location

Room Number:

Building Name:

Street Address:

Department Approval:

One-over-One (of recipient): Name:

One-over-One (of recipient) Signature:

Billing FOAP:

Billing Contact Name:

Billing Contact email:

FOAP Signing Authority Name:

FOAP Signing Authority Signature:

Order Details:

New Activation Upgrade

If an upgrade, mobile number:

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

Voice Only

Voice and Flex Data

Flex Data Only

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

Yes

No

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 Card only)

Make

Model

Colour

Cost

Accessories/Comments/Special Instructions:

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 <https://umanitoba.ca/information-services-technology/computer-accounts-usage-agreement> and any policies specific to mobile devices which include the return of mobile hardware for re-use/secure disposal.