



# Mobile Device Request

Please complete and return this form to the Information Technology Department. A City-issued mobile device will be provided to an employee only with approval by his/her Department Head.

## Employee Information:

|                 |                 |           |
|-----------------|-----------------|-----------|
| First Name      | Middle Initial  | Last name |
| Department      |                 | Job Title |
| Business Number | Employee Number |           |

**New Mobile Device Requested:**     Mobile Phone     Smart Phone     Tablet

Model Requested (if known): \_\_\_\_\_

Do you need access to the Chicopee Connect reporting service from your mobile device?     Yes     No

**Mobile Plan Requested:**     New     Change to existing plan for phone number: \_\_\_\_\_

Basic Plan (calls only)

plus 250 text messages per month    or     plus unlimited text messages per month

Data Plan (calls, plus unlimited emails, data & text messages)

**Accessories Requested:** Please describe any accessories requested (Chargers, cases, holster, etc):

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**Justification:** Please provide an explanation as to why this mobile device is necessary for this employee.

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**Authorization of Dept. Head:** \_\_\_\_\_

Signature

Printed Name

Date

### -IT USE ONLY-

|                      |                  |                |
|----------------------|------------------|----------------|
| Contact Transfer Pin | Cell Phone Model | Req. Completed |
|----------------------|------------------|----------------|

Notes