



One University. One World. Yours.

CELL PHONE ORDER FORM

COMPLETE THIS FORM PROVIDING ALL REQUIRED INFORMATION

OBTAIN THE REQUIRED AUTHORIZATION

SUBMIT TO THE PROCURE TO PAY OFFICE LOCATED AT MM 026

THE UNIVERSITY SUPPORTS IPHONE/BLACKBERRY / ANDROID OPERATING SYSTEMS ONLY. ALTERNATE MANUFACTURERS ARE NOT SUPPORTED

Information Required for Cell Phone Orders

Name of the person requesting the phone: _____

Quantity: _____

Phone Make and Model: _____

The number of Gb required (e.g. 16Gb, 32Gb, 64Gb, etc.) _____

Colour requested: _____

Services required: Voice Only or Voice and Data _____

Select from the following: Is this phone a	1	New Activation	_____	If so, include your current cell number _____
	2	Upgrade	_____	
	3	Replacement	_____	

Data Features	1	500 Mb	_____
	2	1 Gb.	_____
	3	Keep Existing Features	_____

Do you require "Evenings & Weekends" Service	YES	_____
(Current cost for unlimited evenings & weekends is \$5.00)	NO	_____

Do you require "Text Messaging" - Must choose one	YES	_____
	NO	_____

If yes, which of the following options:

(Current cost for 1,000 text messages per month is \$2.50) _____

(Current cost for unlimited text messages per month is \$7.50) _____

Accessories:

ITSS REQUIRES THE PURCHASE OF A CASE TO PROTECT THE PHONE. Provide the item number, make, model and colour of the case preferred.

Enter the order number and description of any additional accessories required.

FOAP TO BE CHARGED			
FUND	ORG	ACCOUNT	PROGRAM

AUTHORIZING SIGNATURE: _____