**Mobile Connection Application Form**

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| Applicants Name & Email Address: |  |
| Department /Unit: |  |
| Extension Number: |  |
| Reason for requiring a University mobile phone |
|  |
| Are you applying for a standard voice contract & handset or a Smart phone contract & handset? | Standard Voice | Smart Phone |
| Voice OnlyVoice Plus Data bundle | YesYes | NoNo |
| If requesting a Smart phone handset or extra services, this section must be completed. Please detail the additional handset or contract features you require to adequately perform your job/role & outline the business case for requiring these functions or features. |
|  |
| Please state exact model required |  |
| Mobile Cost ex VAT | € |
| Please supply full cost code, for purchase & rental |  |
| For an upgrade, please state your current UCC mobile number: |  |
| Please confirm you have read & understand the tariff & roaming guidelines | I confirm I have read the directions | I cannot confirm I have read the directions |
| You are aware that you are responsible to notify the Buildings & Estates Office of any changes you wish to make to your mobile handset account e.g. cost code changes. If your mobile device is being charged to a research account and the funding closes, your device will be charged to the department cost centre by default if you have not notified the Buildings & Estates Office of a new cost code. The responsibility lies with the department to ensure that the monthly mobile bills are correct. |
| I certify that this application is in compliance with the University College Cork Mobile Phone Policy (on the Buildings & Estates Website), and I agree to abide by the policy |
| Applicant: | Signature: |
| PRINT NAME: |
| Signature Head of Dept/Unit | Signature: |
| PRINT NAME: |
| Date: |  |
| Applicants must be authorised by a UMTS Member |
| UMTS Member: | Signature: |
| PRINT NAME: |
| Date: |  |

Buildings & Estates Office