**Mobile/PDA Application Form**

**NEW MOBILE NUMBER**

**New connection**

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| Applicants Name: |  |
| Department /Unit: |  |
| Extension Number: |  |
| Reason for requiring a University mobile phone |
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| Are you applying for a standard contract and handset?e.g. Nokia C2-01 | Yes | No |
| The standard handset and contract specification is reviewed regularly and can be obtained from Buildings & Estates Office. If you believe you require a non-standard handset (e.g. iPhone) or contract, please contact Buildings & Estates Office to discuss your needs. You will need to submit a full business case to support your application- Please see below \*\* |
| Voice OnlyVoice Plus Data bundle | YesYes | NoNo |
| Please state the type of contract being applied for: | Upgrade | New |
| For an upgrade, please state your current mobile number: |  |
| \*\* If requesting a non-standard specification 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. |
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| If obtaining a smart phone, please state size and model required | 16GB | 32GB | 64GB |
| Mobile Cost | € |
| Please supply full account code, for purchase & rental |  |

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| Please confirm for have read the directions to follow before roaming | 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, you 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. |

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| 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: |  |

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| Applicants must be authorised by a UMTS Member |
| UMTS Member: | Signature: |
| PRINT NAME: |
| Date: |  |

Buildings & Estates Office

