



Biomedical and Health Sciences

Office of Information Technology
Cellular Phone Request Form for LEGACY RUTGERS AT&T

Return Completed Form via Email to mobile@oit.rutgers.edu or Facsimile 973-972-8442

USER INFORMATION

Employee ID/Title (Position): (BOTH REQUIRED) Last Name: First Name:
School/Unit: Department/Division and Section:
Campus: Extension: Email Address: Building: Floor: Room Number:

REQUEST TYPE:

Request type checkboxes: New [Area Code Requested], Upgrade, Replacement, Name Change, Accessories

ACCOUNT INFORMATION

Account information checkboxes: Current Cell Number (Upgrade Only), Cell Phone, Service Plan, Data and Messaging Plan, Carrying Case, Charger

Order Total Total for order(plan and equipment costs)

DEPARTMENT/ BUDGET INFORMATION (REQUIRED FOR PROCESSING)

Chart of Accounts (RBHS Only) REQUIRED FIELDS = \*

Table with 16 columns: Proj (6)\*, Task (3)\*, Ex TP (5), Exp Org (11)\*, Unit (3), Div (4), Org (4), Loc (4)\*, Fnd Tp (3)\*, Bus Line (4)\*, Nat Acct (5), Act (4), Intra (3), Fut (5), RU In Optional (6)

OR (NOTE: If using a Project String then the General Ledger String must be provided as well)

Table with 16 columns: Proj (6), Task (3), Ex TP (5), Exp Org (11), Unit (3)\*, Div (4)\*, Org (4)\*, Loc (4)\*, Fnd Tp (3)\*, Bus Line (4)\*, Nat Acct (5), Act (4), Intra (3), Fut (5), RU In Optional (6)

The undersigned agree to have the provided index charged monthly via inter-departmental transmittal. It is the department's responsibility to monitor account for appropriate usage and maintain a valid Chart of Accounts (RBHS Only) or index (University Hospital Only) for billing purposes.

Banner Index (UH Only):

Department/Division Head or Superior (Print Name and Title): Department/Division Head Signature or Superior Date
Budget Officer (Print Name and Title): Budget Officer Signature Date

CONTACT INFORMATION

Order Contact (if not same as user) Name, 10-digit telephone extension
Shipping Newark Campus - Pick Up Location ADMC 492
All Other Campuses - Shipping Address - Street Address, Suite/Office Location, City, State, and Zip Code