

## AT&T WIRELESS - CELLULAR PHONE ORDER FORM

All cellular phone/service requests require departmental review and approval. Purchasing will review each request for business justification and departmental approval. Complete a separate form for each cellular phone/service request and send to the buyer within the Purchasing Office located on your campus. Please type or print legibly all required information. Any questions pertaining to the completion of this form should be directed to the buyer within the Purchasing Office located on your campus.

### REQUESTOR INFORMATION

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Campus: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Deliver to address:** \_\_\_\_\_

Is this a new cell phone request? Yes \_\_\_\_\_ No \_\_\_\_\_  
(Note: Voicemail **must** be set up as soon as the phone is activated.)

Please provide the following information:

Current cell phone number: \_\_\_\_\_ Rutgers Fund Source/Natural Account Code \_\_\_\_\_

Business justification for a cell phone:

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### ORDER INFORMATION

Individuals requiring assistance in selecting a plan and/or phone are to contact the appropriate sales representative from the wireless company prior to submitting this form for approval. The sales representative will schedule a meeting to review the plan options, discuss the types of phones available, and provide operating instructions for the selected phone. The sales representative is also available to answer any questions after the phone has been received and will visit individuals upon request to provide additional instructions.

Requestor Signature: \_\_\_\_\_

By signing this form, the requestor acknowledges that they are responsible for complying with applicable university guidelines, reimbursing the university, for all personal calls that exceed the selected rate plan, and returning the phone and paying any reimbursements upon separation/termination from the university. Monthly statements are subject to audit by internal and external auditors.

Approving dean, director or department head signature:

\_\_\_\_\_  
Name and Title (Print)

\_\_\_\_\_  
Signature

Purchasing Department signature

\_\_\_\_\_  
Buyer Name

\_\_\_\_\_  
Date

## AT&T WIRELESS - CELLULAR PHONE ORDER FORM

REQUESTOR NAME: \_\_\_\_\_

Please select the plan(s), equipment and additional options requested and enter your selections below.

### AT&T WIRELESS PLANS & EQUIPMENT PRICING (Select Desired Plan)

Recommended Plans- Domestic	Included Minutes	Plan Cost*	Confirm Selection
Voice Only for Feature Phone	300 Min Pooled Plan	\$29.25	
Voice with Unlimited Data & Unlimited Text for Smartphone	300 Min Pooled Plan	\$48.75	
* After contract discounts have been applied			

### AT&T WIRELESS PLANS & EQUIPMENT PRICING (Enter Equipment Pricing Below)

Equipment - Make Model	Equipment Cost
Accessories	Accessories Cost

**Equipment Pricing – Upgrades at best price are available after device has been online for 12 months.**