

**REQUEST FORM FOR MOBILE DEVICE SERVICE**

**Employee Name:** \_\_\_\_\_ **Department** \_\_\_\_\_

Receiving the phone

**SECTION I**

- County issued mobile device request
- County issued Mi-Fi
- County Issued Sim card Only

Justification for the need of a mobile device: (select all that apply)

- Spends an extended amount of time away from his/her workstation.
- Needs to be reached immediately.
- Is on call outside of normal hours.
- Makes frequent and prolonged travel and needs access to email and/or other County systems

Type of access requested;

- Voice
- Data
- Hot Spot, justification: \_\_\_\_\_
- Sim card only.

**SECTION II**

- Request to add County email to county issued device or personal device  
To be filled out by personnel receiving County issued device or personal phone:
- County issued
- Personal device

I acknowledge that I will comply with the following:

- Create a Gmail account and provide password: Gmail \_\_\_\_\_ Pswrd: \_\_\_\_\_
- Password Protected. (Lock pin) \_\_\_\_\_
- Device set to auto lock.
- I.T.'s ability to access my phone.
- I will notify I.T. in the event that my phone is stolen or lost.
- I.T.'s ability to wipe my phone without prior notice.
- It is my responsibility to have a backup of my phone's content.
- Sign the item summary for the device. (County issued devices only)
- N/A for personal device

**SECTION III**

Department Head or Elected Official: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature indicates employee has read and understands the Mobile Device Policy and agrees to the above.)

I.T. Representative: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\* This section is for IT use only \*\*\*\*\*

- **Funds approved from Purchasing on:** \_\_\_\_\_
- **Order date:** \_\_\_\_\_
- **Type of Device, Make and Model, or Sim card only IMEI:** \_\_\_\_\_
- **Phone number of Device:** \_\_\_\_\_

\*\*\*\*\*

### **How to fill out this Form**

1. Must be requested from a Director or an Elected Official for an employee.
2. Contact Purchasing for validation of funds, phone plan and phone type or device. (Apple products are Not Supported)
3. After funds approval, I.T. will send a list of available devices to pick from.
4. Inform I.T. which device(s) were selected so I.T. can place order.
5. If a budget amendment is needed, please contact the Auditor's office.
6. Director or Elected Official must select "SECTION I" and all that applies. (County issued device only)
7. SECTION II to be filled out by person receiving the Device.
8. Director or Elected Official must sign "SECTION III", prior to the ordering of a device.
9. Upon receiving the County issued device, the employee (person receiving the device) will fill out SECTION II and sign SECTION III to have his/her email set-up.
10. I.T. representative will insure form is complete.
11. I.T will keep the original paperwork and send a copy to the Elected Official/Department Head and Human Resources.

Point of Contact for this Document is Information Technology @ 498-4065