

# Request for New or Existing Wireless Service

Office of Procurement & Strategic Sourcing

UPPS No. 05.03.10 :: Attachment III

## REQUISITION INFORMATION

Requisition Number  
(Applicable for New Equipment)

Funds Commitment Number  
(Phone Number Assigned by Vendor MUST be Applied for All Wireless Devices)

## WIRELESS USER INFORMATION

Name (Last, First)

Department

Campus Phone Number

Radio/Phone Number (Assigned by Vendor)

Cost Center/Fund Center

Account Manager

## WIRELESS SERVICE INFORMATION

1. Is this request for new service? (If yes, omit 2 & 3)  Yes  No

2. Is this request for an upgrade or change to existing service with the same vendor?  Yes  No

3. Is this request for a change to existing service and a change of vendor?  Yes  No

a. If yes, is there an active contract in effect with the prior vendor?  Yes  No

b. Has the current service been cancelled?  Yes  No

c. Please indicate the early termination fee that will be assessed: \$ \_\_\_\_\_

4. Type of Wireless Device:

Radio  PC Data Card/Aircard  Other: \_\_\_\_\_

5. Device Model: \_\_\_\_\_

6. Device Vendor: \_\_\_\_\_

7. Monthly Service Charge: \$ \_\_\_\_\_ Service Beginning: \_\_\_\_\_

## WIRELESS SERVICE AUTHORIZATION

Wireless User Signature

Date

Yes  No

Account Manager Signature

Date

Approval

Yes  No

Vice President/Dean

Date

Approval