

University-Owned MCD Request Form

Note: Contact Telecom at x3333 before completing this form

Employee Name: _____ Employee ID: _____

Employee Title: _____ Supervisor's Name: _____

1. Purpose of University-owned MCD request: Describe typical business usage: _____

2. Carrier

AT&T Verizon

3. Type of MCD Requested*

Mfg.: _____

Model: _____ Cost: \$ _____

*If you get a RIM Blackberry, there will be a \$100/year license fee for connecting to Drew's Blackberry Enterprise Server

4. MCD Service plan: Select the plans you would like, and fill in estimated monthly cost. Contact Telecom for more information on monthly rates.

Voice (if needed)

450 minutes (*Standard voice plan - \$31*)

900 minutes (*For high volume calling. Please explain in #1 above if selecting this plan - \$47*)

Other : _____ Cost: \$ _____

Data (if needed)

Unlimited Data (*\$32 with voice plan, \$38 if no voice plan is selected*) Cost: \$ _____

Text messaging or other features (if needed)

200 text messages (*\$5*)

1500 text messages (*\$10*)

Unlimited messages (*\$20*)

Other Feature: _____ Cost: \$ _____

Total Monthly Cost: \$ _____

5. GL Budget #: _____

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6. Signature: This form requires multiple levels of approval. Signatures should be obtained in sequential order (e.g., do not send the form to Telecom if the VP Finance signature is blank). Only the lines marked "Required" are mandatory. The rest are optional depending on your department's normal approvals process:

Employee (Required): _____ Date _____

Supervisor: _____ Date _____

Next level supervisor: _____ Date _____

Next level supervisor: _____ Date _____

VP or Provost (Required): _____ Date _____

VP Finance (Required): _____ Date _____

Telecom (Required): _____ Date _____