



# Cell Phone and PDA Wireless Service UAB Communications Request for Approval Form

Please fill out this form, obtain appropriate approval, and then **fax to 975-6759**.  
There is a \$10 activation/upgrade fee for new phones and/or combination phone/data device.  
Refer to [www.uab.edu/cellphone](http://www.uab.edu/cellphone) for specific information about price for phones and calling plans.

**Cell Phone/PDA User:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

**Office Address:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
Building Code Room Number Zip

**UAB Account Number to Bill:** \_\_\_\_\_ **New Service** \_\_\_\_\_ (yes or no)

**Upgrade** \_\_\_\_\_ (yes or no) **Existing UAB Corporate Cell Phone #** \_\_\_\_\_

**Cell Phone:** (All information required)

**Manufacturer** \_\_\_\_\_ **Model #** \_\_\_\_\_ **Cost: \$** \_\_\_\_\_

**Cell Phone Calling Plan:**

Type of Plan: \_\_\_\_\_ Voice Plan \_\_\_\_\_ Voice, Unlimited Data Plan \_\_\_\_\_ Unlimited Data only  
\_\_\_\_\_ Voice Plan, Unlimited Data, and Unlimited Texting

Cost Per Month \$ \_\_\_\_\_ # of minutes \_\_\_\_\_ Phone Ins. \_\_\_\_\_  
(If applicable) (\$6.00 per mo.) YES NO

**For all Blackberry Devices, Central Exchange Blackberry Server Additional Costs** (check one)  
\_\_\_\_\_ Verizon Blackberry devices for business use (one time \$60 License Fee)  
\_\_\_\_\_ Blackberry device is **on the service of another vendor other than Verizon** (one time \$60 License fee plus \$25 annual license renewal)

**Description of Intended Use** \_\_\_\_\_

**Requestor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Required)

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(If applicable)

**Dept. Head/Dean:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Required)

**Vice President:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Required if new service)