

**STAFF BUSINESS MOBILE PHONE REQUEST**

**PLEASE ORDER THE MOBILE EQUIPMENT FOR THE FOLLOWING STAFF MEMBER :**

<b>Name</b>	
<b>Mobile Number</b>	
<b>Staff Upgrade</b>	Yes \ No
<b>Migrating from Private Phone to new staff connect</b>	Yes \ No
<b>Pre-existing Contract*</b>	Yes \ No
<b>If Yes Supplier Name</b>	
<b>Department</b>	
<b>Department Head</b>	

\*PERSONAL CONTRACTS AND FEES ARE THE RESPONSIBILITY OF THE USER AND NOT ITD/UL

<b>Description of Mobile Product</b>	<b>Cost</b>
	€
<b>Cover</b>	<b>€35</b>

PLEASE DEBIT THE FOLLOWING UL INTERNAL ACCOUNT ON RECEIPT OF PAYMENT

<b>Account Code</b>	3600
<b>Cost Centre</b>	
<b>Sub Analysis</b>	11

PLEASE READ AND FOLLOW THE [MOBILE DEVICE PROCEDURE](#) WHICH OUTLINES THE PRACTICES AND REQUIRMENTS FOR THE SAFE USE OF MOBILE DEVICES AND APPLICATIONS

COMPLETED FORM SHOULD BE EMAILED TO [ITDOFFICESERVICES@UL.IE](mailto:ITDOFFICESERVICES@UL.IE)

**Signed:** \_\_\_\_\_ **(COST CENTRE MANAGER) Date:** \_\_\_\_\_

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