



City of Houston

TELECOMMUNICATIONS REQUEST FORM



Policy 8-8

Instructions For VERIZON Contract Telecom Form:

- Wireless Coordinator must review form and submit it to Houston Public Works IT prior to obtaining Director/Designee's approval.
- Check here if this is a new device request.
- Check here if this is a replacement. (Attach Lost/Stolen/Damage form). Phone number _____
- Add ES Chat?

Basic Cell Phone	Wireless Data	Tablets	Verizon Smartphone
<input type="checkbox"/> Basic Flip Phone	<input type="checkbox"/> Jetpack MiFi <input type="checkbox"/> SIM Card <input type="checkbox"/> Mobile Hotspot	<input type="checkbox"/> iPad <input type="checkbox"/> Samsung Tablet	<input type="checkbox"/> iPhone <input type="checkbox"/> Samsung Galaxy <input type="checkbox"/> Samsung Ultra

Please Print:

First Name: Fund:	Last Name: Cost Center:	Employee ID: Location:
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1. Justification for Request:

2. Applications that will be used on device:

To be Completed by HPW IT: Cost: \$	Reviewed By:
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Approvals:

Manager:	Assistant Director:
Deputy Director / Designee:	
I hereby acknowledge the above equipment has been assigned to me from HPW IT	Tag Number:
Employee Signature:	Date:
Employee ID:	