

Finance - One Washington Square - San José, CA 95192-0008

408-924-1558 - 408-924-1574 (fax)

*This form is used to authorize a university owned wireless device for departments requiring specific equipment or technology to perform University functions and never expect to use these devices for personal use. **Please note: all university owned devices are issued to a department, not an individual.** Service for the device is paid for with the university [ProCard](#)¹. The Department Administrator (as defined by the [Wireless Device Program](#)²) must complete this form in its entirety, obtain approval from the appropriate Vice President, and submit to Contracts and Purchasing Services, Extended Zip 0047, as appropriate.*

I. Department Information

Administrator Name: _____	Email: _____
Phone: _____	Department: _____
Building/Room: _____	Ext. Zip: _____
Backup Administrator Name: _____	Backup Admin. Email: _____

II. Action Requested

New Service Provider Billing Account (Submit approved request to Contracts and Purchasing Services.)	
Service Provider: _____	
Select service type:	Voice Data Both Voice and Data
Add an Additional Line to Existing Department Billing Account (Submit approved request as backup documentation with the monthly ProCard statement.)	
Service Provider: _____	Service Provider Billing Acct. No.: _____
Select service type:	Voice Data Both Voice and Data
ProCardholder Name: _____	

III. Authorization

I understand that this device is owned by the University and is to be used for official business only and personal use is strictly prohibited.

Department Administrator Signature: _____	Date: _____
Approving Official Name ³ (print): _____	Title: _____
Approving Official Signature: _____	Date: _____
Vice President Name (print): _____	Title: _____
Vice President Signature: _____	Date: _____

¹ ProCard (<http://www.sjsu.edu/finance/financeconnect/resources/pathways/procard/index.html>)

² Wireless Device Program (http://www.sjsu.edu/finance/policies_guidelines/wireless_device_policy/index.html)

³ As outlined in the [Delegation of Authority for the Approval of Financial Expenditures Guidelines](http://www.sjsu.edu/finance/policies_guidelines/daafe_guidelines/index.html) (http://www.sjsu.edu/finance/policies_guidelines/daafe_guidelines/index.html)