

# Wireless Device Request Form



ST. FRANCIS XAVIER  
UNIVERSITY

Employee Name   
Employee ID #:   
Department:   
G/L Account  Sub-Account   
Research Account

**PLEASE USE  
ADOBE READER TO  
OPEN THIS FORM**

IT Services Contact Centre  
Angus L. MacDonald Library  
Phone: 902-867-2356  
email: itservices@stfx.ca  
<https://www.mystfx.ca/ithelp/>

**\*Note: AVP Research approval is required for any device charged to a Research account.\***

**Device Type:**  Smartphone?  Tablet/Ipad?

**If tablet/iPad, do you require a cellular connection?**  Yes  No  
(There is an additional monthly cost for cell service)

**Is this a replacement device?**  Yes  No

Current Cell #

**If yes, describe below why a replacement is required. If approved, you will have to return your current device to IT Services.**

Describe the business requirement in detail and include the device type and any accessories required (if known).

## Part II - Employee Agreement

I agree and acknowledge that I have read the Wireless Communications Device Policy. I will maintain this device in good condition and make reimbursement for any personal charges as per the policy. The device will be returned to StFX as directed when it is no longer required or upon termination of my employment with the issuing department.

I will not permit the use of the device by unauthorized persons. Damaged, lost or stolen equipment will be reported to my department supervisor and IT Services immediately.

Employee Signature	<input type="text"/>	Date:	<input type="text"/>
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## Approved by:

Supervisor Name (Please Print)	<input type="text"/>
Signature of Supervisor	<input type="text"/>

Date:

Signature of VP Research <i>(*if req'd)</i>	<input type="text"/>
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Date:

VP Finance & Admin Signature	<input type="text"/>
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Date:

- 1. Email completed form to supervisor for approval signature.
- 2. Supervisor email to AVP Research (if required) or VP Finance & Administration
- 3. AVP Research (if required) will forward to VP Finance & Admin with approval
- 4. VP Finance & Administration will return to ITS for processing if approved.