



Smartphone Device Plan - **MRU Owned Request**

Eligibility

This form must be completed by the eligible employee and the approver.

The University provides smartphones only to employees who are required to be available outside of regular business hours or who, throughout the work day, need to remain in contact but are required to be away from their desks frequently. Managers will determine whether an employee needs an MRU-provided smartphone to do their job.

Smartphones will be renewed in three-year cycles, consistent with the renewal terms of the service provider. If a phone needs to be replaced before the contract expires, a device will be provided by ITS. It will be a new phone only if there are no spare phones available. The user or their department may have to pay the replacement cost if the damage to the phone occurred outside of its use for work.

Employees who prefer to use their own device may choose instead to receive a monthly stipend. Please complete the [Smartphone BYOD Reimbursement](#) form instead of this one.

To request a smartphone please provide the following information.

Name:			
Employee ID:			
Position Title:			
Department:			
Local or other contact phone number:		Date (mm/dd/yyyy):	

Indicate which device you require. ITS and Finance will review the request.

Device Type and Model required: Android iPhone

Data usage during travel:

All MRU phones include travel flex plans, which vary by travel location. Data costs can rise quickly so use available WIFI as much as possible.

- Turn off Data Roaming and use only when WIFI is not available to check work-related emails. Turn it on, look at your email, and turn it off again.
- Turn off all Location Services you don't need, such as weather apps, maps and others that use a lot of data.
- Please contact the ITS Service Desk (its servicedesk@mtroyal.ca) to discuss any extra travel plan requirements well in advance of travel.

Budget Number (FOAP):			
Approver Name (print):			
Approver Signature:			

**Once approved, please forward this form by email to its servicedesk@mtroyal.ca
or by inter-office mail to the ITS Department, Room E251.**