



Mobile Device Plan - MRU Owned Request

Eligibility

The University provides cellphones 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 cellphone to do their job.

Cellphones 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 only be a new phone 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.

Reimbursement options are also available for these employees if preferred. See Mobility BYOD Reimbursement form.

Name:			
Employee ID:			
Position Title:			
Department:			
Local:		Date (mm/dd/yyyy):	

If you are a member that is eligible to have an MRU device and plan fully paid, please indicate which device you require. ITS and Finance will review the request and requirements.

Enter Device Type and Model required (Android / iPhone)	
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Travel Note: We have travel flex plans on all MRU phones which vary as to the country of travel. Data and voice usage is \$0 until you use it then goes up in tiers with use - Data costs can go up quite quickly so use available WIFI as much as you can.

Best Practice: turn Data Roaming Off and only use data roaming if it is absolutely necessary and you cannot get on WIFI to check work-related emails. - then turn it on look at your email and turn it off again. Also, check and turn off all Location Services you don't need, such as weather apps, maps etc that constantly check back with the Internet requiring data. Any extra travel plan requirements should be discussed with MRU phone representative well in advance of travel.

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

Office Use - Mobile Number: _____