

Data Card Request Form

Procurement and Contract Services • Purchasing



JUSTIFICATION

Employee Name

Request Date

Department

JUSTIFICATION

TYPE OF EQUIPMENT/SERVICE

Type of Card Requested and Amount	
Select Data Plan	Data Plans Available Price \$ _____ AT&T DataConnect Momentum 5G (LTE Tablet) \$ _____ AT&T DataConnect 5G Laptop Connect \$ _____ Verizon Wireless 4G LTE Laptop \$ _____ Other (Please Specify in Box Below)
Effective Dates:	
Source Account:	

AUTHORIZATION

The undersigned employee responsible for the Data Card request hereby states that I understand the responsibilities of managing my Data Card. This form and a requisition should be submitted to the Purchasing Department in order for the request to be processed.

Employee Signature

Date

Department Authorized Signature

Date

Provost or Vice President Signature

Date