

New Service Change Service Terminate Service

Banner ID: _____ Employee Name: _____
First MI Last

Job Title: _____ Department: _____

Budget Manager Name: _____ Index: _____
(Please Print)

Budget Manager Signature: _____ Date: _____

For Changes or Terminations, please list MCD Number (with area Code) or Device ID: _____

Plan Selection (Please refer to MCD Pricing Schedule for current plan details and amounts)

Cellular Phone Smart Phone Tethering
 Basic Text Package Text Upgrade Package Wireless Internet Card

Business Justification

The job function of the employee requires considerable time outside of their assigned office or work area and it is important to the University that they are accessible during those times.

The job function of the employee requires them to be accessible outside of scheduled or normal working hours.

(Optional) Use this space to provide additional information.

Payroll Deduction

BY THE AGREEMENT, made between _____ (the “Employee”) and Ferris State University (the “Institution”), we agree as follows:

Effective with the issuance and activation of the MCD, the Employee will be charged 25% of the annual Mobile Communication Device service charge through payroll deductions. This charge will be spread equally over 26 pay periods. Plan amounts are subject to change. Please refer to the MCD Pricing Schedule for current plan details and amounts. Deductions will not be pro-rated by day for service starts, changes, or terminations. I have read the Ferris Acceptable Use Policy and agree to abide by the terms stated therein. In the event that your device is lost or stolen please report it to Information Technology Services (ITS) by calling TAC at ext 4822. In the event of a lost or stolen device ITS reserves the right to disable cellular services, discontinue Ferris State University email/calendar services, remove university information, and/or disable the device.

Employee Signature: _____ Date: _____

Please email form to itsc@ferris.edu with subject : “MCD form (Employee Name)”

<i>Telecom Use Only</i>	
Mobile Device Number (for new issuance): _____	Effective Date: _____

<i>Payroll Use Only</i>	
Beginning Payroll Event: _____	Deduction Amount Per Pay: _____