** City of Houston **TELECOMMUNICATIONS REQUEST FORM**

**

Instructions For VERIZON Contract Telecom Form:

* Wireless Coordinator must review form and submit it to Houston Public Works IT/Telecommunications prior to obtaining
Director/Designee’s approval.
* Read A.P. 8-8.
* Check here if this is a replacement [ ]  (and attach Lost/Stolen/Damage form).
* Upgrading your current cell phone? What is the phone number?       -       -
* Add ES Chat? [ ]

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| --- | --- | --- | --- |
| Basic Cell Phone | Wireless Data | Tablets | Verizon Smartphone |
| [ ]  Basic Flip Phone  | [ ]  Jetpack MiFi [ ]  SIM Card[ ]  Mobile Hotspot | [ ]  iPad[ ]  Samsung Tablet | [ ]  iPhone [ ]  Samsung Galaxy [ ]  Samsung Ultra |

 **Please Print:**

|  |  |  |
| --- | --- | --- |
| First Name:       Last Name:      Employee ID:      Service Line Coordinator:       | Pay Grade:    Classification:      User’s Email:     Phone Number:       | Service Line:      Location:      Fund:      Cost Center:       |
| **1. Justification for Request:**            |
| **2. Applications that will be used on device:**            |

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| TO BE COMPLETED BY HOUSTON PUBLIC WORKS IT:COST: $       REVIEWED BY:       |

 **Approvals:**

|  |  |
| --- | --- |
| **Manager:**  | **Assistance Director:** |
| **Deputy Director / Designee(s):**  |