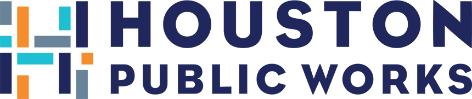
** City of Houston **TELECOMMUNICATIONS REQUEST FORM**

**

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?

|  |  |  |  |
| --- | --- | --- | --- |
| 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:** | | |

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

**Approvals:**

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