



## Mobile Communications Device Request Form

Babson College has established an allowance for employees who require a mobile communications device to fulfill the requirements of their position at the College. **This request form must be completed in full with the proper signatures and returned to the IT Service Center, Horn 220, before a mobile communications device can be provided.**

NAME: \_\_\_\_\_ Ext: \_\_\_\_\_

EMAIL: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

### ***Request and Justification***

*The above employee meets the following documented official College business needs for a wireless communication device:*

- Institutional, time-sensitive decision making:* An employee whose responsibility includes making critical decisions with widespread impact for the college.
- Frequent job-related travel:* An employee who travels on a routine or regular basis in the course of performing job-related responsibilities.
- Need for mobility:* An employee who typically works in the field or at job sites where access to a telephone is not readily available and is deemed necessary for work responsibilities.
- Emergency response:* An employee who is contacted and/or must respond in the event of an emergency (24x7) or is required on a regular basis to be available during non-business hours.
- Need for real-time data and communication:* The employee's position requires they check their email and/or calendar with significant frequency when away from the office and must be available to speak with contacts at times when he/she is away from the office. This includes speaking with contacts that are located in other time zones outside of the employee's normal work day.

If, at any point, the employee is no longer eligible for a mobile communications device, it is the responsibility of the Department Head to notify the IT Service Center (x4357) to discontinue the service. All employees are required to read and abide by the requirements as listed in the ***Mobile Communications Device Policy*** and therefore attest by signature below.

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Department Head Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Account Code*

\_\_\_\_\_  
*Mobile phone number to transfer (if applicable)*

*If you have any questions, please contact the Service Center at x4357(HELP) or via email at [support@babson.edu](mailto:support@babson.edu).*