

Routing: / /

## REQUEST FOR THE ISSUANCE OF CORPORATE MOBILE TELECOMMUNICATION DEVICES

*To be completed by Requesting office*

### **A. Requisition**

Date of Request:		
Staff Member's Name:		<input type="checkbox"/> LTS <input type="checkbox"/> STS
Department / Unit:		
Request for	<input type="checkbox"/> Mobile phone <input type="checkbox"/> Blackberry hand-held	
Duration for which the mobile phone is required	<input type="checkbox"/> Long-term	<input type="checkbox"/> Short-term dd / mm / yy From : <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> To : <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/>
Already have an official mobile phone or Blackberry? <i>(if Yes, specify its phone no.)</i>		
Department Director's Name and Signature <i>(Formal Approval)</i>	<ul style="list-style-type: none"><li>• Name:</li><li>• Signature: _____</li></ul>	

### **B. For additional Swisscom SIM Card**

Additional Swisscom SIM card required for Blackberry handheld? <i>(If Yes, please identify funding source to meet the recurring cost of approx. USD 100 per month, voice call charges extra)</i>	<ul style="list-style-type: none"><li>• Allotment:</li><li>• AMS Code:</li></ul>
Department Director's Name and Signature <i>(Formal Approval)</i>	<ul style="list-style-type: none"><li>• Name:</li><li>• Signature: _____</li></ul>

*\* Note: For details, please refer to the Policy on Corporate Mobile Telecommunication Devices*

***To be completed by Issuing office (ISM / ASO)***

***A. At the time of issuance***

Details of Blackberry handheld / Mobile Phone <b>Issued</b>	<ul style="list-style-type: none"> <li>• Model:</li> <li>• Serial No./ PIN:</li> <li>• IMEI:</li> <li>• Accessories:</li> </ul>
Airtel SIM card No.	
Swisscom SIM card No.	
Previous Blackberry handheld/ Mobile Phone <b>Returned</b>	<ul style="list-style-type: none"> <li>• Model:</li> <li>• Serial No./ PIN:</li> <li>• Accessories:</li> </ul>
Handed over to	<ul style="list-style-type: none"> <li>• Name:</li> <li>• Recipient's Signature:</li> <li>• Date and time:</li> </ul>

***B. At the time of return***

Equipment returned with all accessories in full working order <i>(If Not, provide details)</i>	
Any additional Remarks	
Received from	<ul style="list-style-type: none"> <li>• Name</li> <li>• Signature</li> <li>• Date and time</li> </ul>
Received by	<ul style="list-style-type: none"> <li>• Name</li> <li>• Signature</li> <li>• Date and time</li> </ul>